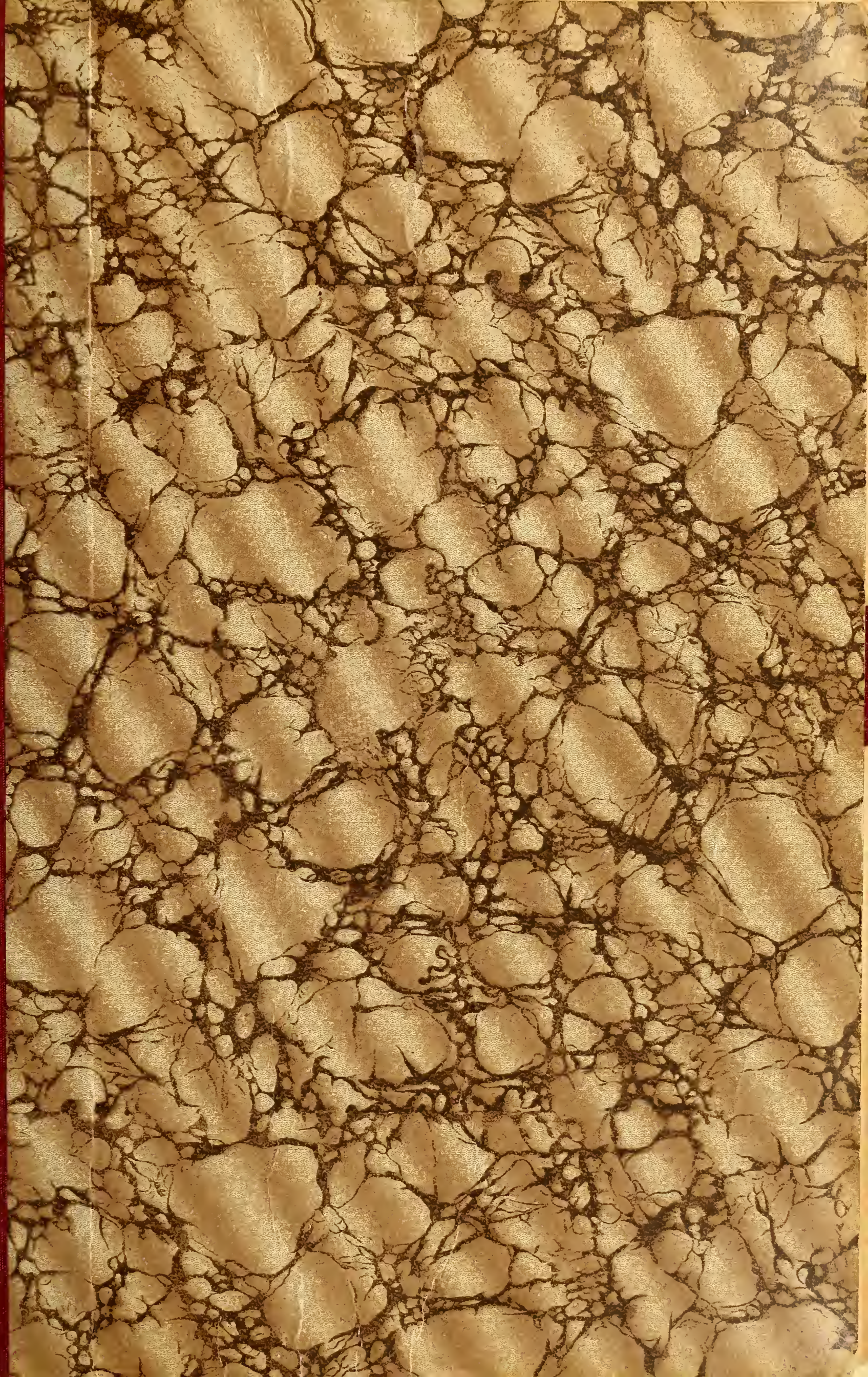

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON EXPERIMENT DEPARTMENT

City Club, Boston, Mass., January 2, 1919.

The meeting was called to order at 4:00 P. M. by the Chairman, Mr. Charles H. Preston.

PRESENT: Messrs. Preston, Mortimer, Acting President Lewis and Acting Director Morse.

It was

VOTED: To recommend to the Trustees that A.S. Ball be transferred from the janitor list and be appointed Assistant in the Department of Botany in the Experiment Station, and that from date of December 1, 1918 his salary be at the rate of $960. per year, $540. of which will be paid from Experiment Station funds and the remainder from the maintenance funds of the Department of Botany.

A. S. Ball Transfer

VOTED: To recommend to the Trustees that the salary of Miss Esther S. Mixer, Assistant Chemist in the Experiment Station be increased from $960. to $1080. per year from date of January 1, 1919.

Esther S.Mix Salary

VOTED: To approve the temporary employment of Arthur S. Thurston as part-time assistant in the Department of Agricultural Economics to receive compensation from the Experiment Station at the rate of $33. per month.

A.S.Thurston Temporary Employment

VOTED: To recommend to the Trustees the reinstatement of John B. Smith, now absent on military service, as Assistant Chemist in the Experiment Station at a salary of $1400. per year, same to take effect on his arrival.

John B.Smith Re-instateme

Telephone Superintendent's House

VOTED: To approve the payment of one-half the rental of the telephone installed in the house occupied by C. W. Everson, Farm Superintendent at the Experiment Station, from the date of January 1, 1919.

The Acting Director presented the proposed apportionment for Experiment Station funds and for control work for the current fiscal year, and it was

Apportionment

VOTED: To approve the apportionment as presented for the Experiment Station and control work for the year beginning December 1, 1918, and to recommend its endorsement by the Finance Committee.

Central Area Transfer of

VOTED: To approve the transfer of the control of the so-called "central area" of the college campus from the Experiment Station to the College Farm.

South Corn Acre Transfer of

VOTED: To approve the transfer of the control of the so-called "south corn acre" from the Experiment Station to the Department of Agronomy of the College.

It was

Peat Project

VOTED: That the study of the utilization of peat for improvement of soils be undertaken by the cooperation of the departments of Agriculture, Microbiology and Plant and Animal Chemistry; provided that approved projects now in progress are not to be superseded by this new project, and that the aim of the project is to be directed toward the development of methods which will be possible for the farmer and market-gardener to follow.

Law Suppression Disease in Chicks

VOTED: To recommend to the Trustees that the Experiment Station be authorized to encourage the poultrymen of the state to endeavor to secure the passage of a law providing state aid for the suppression of white diarrhea in chicks.

VOTED: That the Experiment Station cooperate with the United States Department of Agriculture and the State Department of Agriculture in continuing the soil survey of Massachusetts when funds for this project become available.

Soil Survey Cooperation

VOTED: To refer to the Trustees the question of the attitude which the College shall take toward the transfer of the fertilizer and feed control work to the State Department of Agriculture.

Fertilizer and Feed Control Work Transfer

The Committee agreed to meet in the early spring for the consideration of the revision of experimental projects in the use of fertilizers.

Fertilizer Experimental Projects Revision

The meeting adjourned at 6:00 P. M.

_____ Chairman

_____ Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF THE MEETING OF THE TRUSTEES' COMMITTEE ON EXTENSION SERVICE

City Club, Boston, Mass., January 2, 1919.

The meeting was called to order at 10:30 a.m. by the Chairman, Mr. Elmer D. Howe.

PRESENT: Messrs. Howe, Bowditch, Dewey, Ellis and Gannon. Director Hurd was also present.

It was

W. F. Turner Resignation

VOTED: To recommend to the Trustees the acceptance of the resignation of William F. Turner, Extension Assistant Professor of Animal Husbandry to take effect March 1, 1919.

John D. Willard Appointment

VOTED: To recommend to the Trustees the appointment of John D. Willard as Extension Professor of Agricultural Economics at a salary of $3000. per year for five days' service per week, same to take effect February 1, 1919.

Mrs. Charlotte Ladd Appointment

VOTED: To approve the appointment on U.S.D.A. Emergency Funds of Mrs. Charlotte Ladd until July 1, 1919, as part-time Extension Demonstrator in Cottage Cheese.

A. D. Kilham Re-instatement

VOTED: To recommend to the Trustees the reinstatement of Austin D. Kilham, now absent on military service, as Extension Assistant Professor of Pomology at a salary of $2200. per year, same to take effect on his arrival.

W. H. Bronson Re-instatement

VOTED: To recommend to the Trustees the reinstatement of Wesley H. Bronson, now absent on military service, as Farm Help Specialist in the Extension Service at a salary of $2500. per year, same to take effect on his arrival.

VOTED: To recommend to the Trustees that there be paid to Victor A. Rice, Extension Instructor in Charge of Pig Club Work, extra salary at the rate of $300. per year from Extension Service funds from date of January 1,1919, unless the salary increase is granted by the U. S. D. A.

V. A. Rice Extra Compensation

VOTED: To recommend to the Trustees that the following salaries and expenses, formerly paid by the Public Safety Committee be paid from Extension Service Funds from January 1,1919 and continuing until the appropriation for Extension Service for the current year is determined:

Earl Jones,	$2400 per year
Daniel J.Lewis,	2000 per year
William F. Howe,	2500 per year
H.R. Francis,	2500 per year
Elsie Cooley	720 per year
Catherine Harrington	720 per year

Public Safety Committee Salaries & Expenses

Maintenance for Boston headquarters for home demonstration work, $2275. per year.

VOTED: To recommend to the Trustees the appointment of R.B.Cooley as Extension Assistant Professor of Animal Husbandry at a salary of $2500. per year, same to take effect on the termination of service of William F. Turner.

R. B. Cooley Appointment

The Director reported on the unsatisfactory status of the printing of Extension Service circulars due to the requirement that college printing be done by the State printers in Boston.

Circulars Printing

The Director also stated that a more extended use of automobiles by the members of the Extension Service staff would result in larger efficiency. It was

Automobiles Use of

VOTED: That Mr. Howe and Mr. Bowditch be requested to consider with Director Hurd the question of the more extended use of automobiles by Extension Service workers and to report on the same to this Committee.

State Dept. Agriculture Cooperation

VOTED: To recommend to the Trustees that the discussion of the division of work between the State Department of Agriculture and the College be reopened with the hope of reaching an early agreement.

New Appointments

VOTED: To recommend to the Trustees the ratification of the appointment of the following Extension Service workers:

Stella A. Belcher, Assistant State Leader of Home Economics, Salary of $1500. paid by the U. S. D. A.

William L. Doran, Pathologist, Salary of $1650. paid by the U. S. D. A.

Laura Gifford, Assistant State Leader of Home Economics, Salary $1908; $1728. paid by the U. S. D. A., $180. paid by Extension Service.

H. R. Haslett, Specialist in Sheep Husbandry, Salary $1680; $1380. paid by U. S. D. A., $300. paid by Extension Service.

Quincy S. Lowry, Entomologist, salary of $1500. paid by U. S. D. A.

It was

Summer Work

VOTED: That the question of summer work in 1919 by members of the teaching staff be considered by the Acting President and Director Hurd for subsequent report to this Committee.

Budget

The Committee considered the revised budget for expenditures for the current fiscal year as presented by the Director, and it was

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

VOTED: To eliminate the item of $3800. in the budget as submitted for 1919 for an Extension Specialist to work with state institutions.

Budget

VOTED: To approve the budget for Extension Service expenditures for the current year on the basis of an appropriation of $120,000. from the State.

The meeting adjourned at 12:15 P.M.

_____Chairman

_____Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON FARM

City Club, Boston, Mass., January 2, 1919.

The meeting was called to order at 12:30 P.M. by the Chairman, Mr. N. I. Bowditch.

PRESENT: Messrs. Bowditch, Ellis, Gerrett, Mortimer and Acting President Lewis; Professor Foord was also present.

Farm Operations Report

Professor Foord reported on the farm operations for 1918, and on the crop plans for 1919.

It was

E.J.Montague Appointment

VOTED: To recommend to the Trustees the ratification of the appointment of Enos J. Montague as Farm Superintendent at a salary of $1500. per year and house rent, same to take effect December 15, 1918.

It was

Budget Projects

VOTED: To approve the following projects for improvements and equipment at the farm, these projects to be included in the Legislative Budget for 1919.

Young stock pasture	$4000.
Calf barn	1500.
Farm tools	1000.
Drainage	500.
Auto truck	3000.
Ford car	500.
Farm house near sheep barn	2500.

Athletic Field Chicken Area Transfer

The Committee agreed to transferring the chicken range to the area south of the athletic field if no better location can be discovered.

The Committee agreed to paying Mr. Millard, the dairyman leaving the employ of the farm in November, 1918, for the two weeks' vacation due him at the end of one year's service terminating in October, 1918.

Mr. Millard Compensation

VOTED: To recommend to the Trustees the establishment of the charge for inter-department service of teams at the rate of $3.00 per day of nine hours for men, and of $1.50 per day for horses.

Charge for teams, labor, horses

VOTED: To instruct Professor Foord, on behalf of the Farm Committee, to send letters of sympathy to the families of the late John J. Barber and Maurice Calif.

J.J.Barber Maurice Calif Letters in regard to

The meeting adjourned at 2:00 P.M.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

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MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND GROUNDS

City Club, Boston, Mass., January 2, 1919.

The meeting was called to order at 2:15 P.M. by the Chairman, Mr. Frank Gerrett.

PRESENT: Messrs. Gerrett, Bacon, Ellis, Preston and Acting President Lewis; Treasurer Kenney and Mr. Ritchie were also present.

The Committee considered tentative plans for and location of the proposed women's building. After discussion, it was

Women's Bldg. Plans and Location

VOTED: To recommend to the Trustees that the plans for the proposed women's building be developed primarily on the basis of a dormitory which will accommodate approximately one hundred students, and which will provide such classrooms and laboratories for domestic science as the contemplated appropriation of $150,000. will permit.

It was

VOTED: To recommend to the Trustees that the proposed women's building be located north of the East Experiment Station and east of the county road.

Market Garden Field Station Administration Bldg.

Plans were presented for the proposed administration building at the Market Garden Field Station.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Mr. Ritchie reported on the operation of the ventilating system in Bowker Auditorium, and it was

Ventilating System Bowker Auditorium

VOTED: To recommend to the Trustees the authorization of the final payment on the bill covering the ventilating system in Bowker Auditorium.

The Treasurer presented a list of projects included in the Legislative Budget for 1919 of $35,000. for improvements and equipment.

Budget

The meeting adjourned at 3:45 P. M.

_____Chairman

_____Secretary

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COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON FINANCE

City Club, Boston, Mass., January 2, 1919.

The meeting was called to order at 6 P.M. by the Chairman, Mr. Charles A. Gleason.

PRESENT: Messrs. Gleason, Bowditch, Ellis, Mortimer, Richardson and Acting President Lewis; Treasurer Kenney was also present.

The budget and proposed apportionments for the current fiscal year were presented. After discussion, it was

Apportionments

VOTED: To approve the apportionments as presented for the fiscal year beginning December 1, 1918, for the College, Experiment Station, Short Courses and Market Garden Field Station.

Extension Service Budget

VOTED: That in harmony with the recommendation of the Supervisor of Administration, the budget for Extension Service for the year beginning December 1, 1918, be reduced to $81,000. from state funds.

Boston City Club Dues

VOTED: To authorize the payment from the income of the Sessions Fund of the dues of President Butterfield in the Boston City Club from October, 1917 to October, 1919.

Bookkeeper Treasurer's Office

VOTED: To recommend to the Trustees the employment of an additional bookkeeper in the Treasurer's office at a salary of $840. per year.

Out-of-State Travel

VOTED: To recommend to the Trustees that projects for out-of-state travel of members of the staff be approved by the special auditing committee appointed by the Vice-President of the Corporation.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

VOTED: To recommend to the Trustees that the following salary allowances be paid from the income from the State Endowment Fund:

Kenyon L. Butterfield, rate of $1500. per year during absence in France. K.L.Butterfield Salary Allowance

W.P.B. Lockwood, rate of $1500. per year from December 1, 1918 to August 31, 1919. W.P.B.Lockwood Salary Allowance

J. K. Shaw, rate of $2250. per year from December 1, 1918 to February 28,1919. J. K. Shaw Salary Allowance

VOTED: To authorize the payment from Extension Service funds of the bill for a typewriter used at the Boston headquarters of the emergency work in Home Economics. Extension Service Bill for Typewriter

VOTED: To approve the action of the Acting President in appointing Mrs. Jessie W. Bacharach as Matron at Draper Hall from January 1st to June 30, 1919, at a salary of $75.00 per month. Mrs.Bacharach Appointment

The Treasurer presented his annual report for the last fiscal year and it was

VOTED: To approve and recommend to the Trustees the adoption of the report of the Treasurer as presented for the year ended November 30, 1918. Treasurer's Report

VOTED: To authorize the employment of James H. Ritchie as Consulting Architect during the ensuing year. James H.Ritchie Employment

The meeting adjourned at 9:30 P.M.

_____Chairman

_____Secretary

Indexed

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON EXTENSION SERVICE

City Club, Boston, Mass., January 6, 1919.

The meeting was called to order at 6:10 P.M. by the Chairman, Mr. Elmer D. Howe.

PRESENT: Messrs. Howe, Bowditch, Dewey, Ellis, Gannon, and Acting President Lewis. Director Hurd was also present.

It was

A.D.Kilham Resignation

VOTED: To recommend to the Trustees the acceptance of the resignation of Austin D. Kilham, Extension Assistant Professor of Pomology, same to take effect December 31, 1918.

R.A.VanMeter Re-instatement

VOTED: To recommend to the Trustees the reinstatement of Ralph A. Van Meter, now absent on military service, as Extension Specialist in Pomology at a salary of $2000. per year, same to take effect on his arrival.

Home Garden Project

Mr. Harold F. Tompson appeared and discussed the attitude of the market gardeners toward the encouragement on the part of the Extension Service of the home garden project in Massachusetts.

Director Hurd presented a revised budget and apportionment for the current fiscal year and after discussion, it was

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

VOTED: To recommend to the Trustees the revised budget for Extension Service expenditures for the current fiscal year, the total apportionment of state funds being approximately $79,000. and including no apportionment for the salary of William F. Howe.

Budget

The meeting adjourned at 8:40 P.M.

_____Chairman

_____Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON BUILDINGS AND GROUNDS

City Club, Boston, Mass., February 6, 1919.

The Committee convened at 12:15 P.M. with the Chairman, Mr. Frank Gerrett, presiding.

PRESENT: Messrs. Gerrett, Bacon, Ellis, Preston, William Wheeler and Acting President Lewis.

The Committee met to consider the following vote passed by the Trustees January 3, 1919:

Memorial Bronze Tablet

"That in appreciation of the service rendered in the great war by the students and alumni of the college, the Committee on Buildings and Grounds be requested to consider the question of a suitable memorial to commemorate this service."

After discussion and on motion of Mr. Bacon, it was

VOTED: To recommend to the Trustees that as soon as possible after the conclusion of the war there be placed in Stockbridge Hall a bronze tablet bearing the names of M.A.C. men who have died in the service of their country during the war.

It was

Memorial Building

VOTED: To recommend to the Trustees that a special committee be appointed to consider the advisability of erecting a permanent memorial consisting of a building, preferably of a library, in honor of the M. A. C. men who have died in service during the war.

On motion of Mr. Wheeler, it was

VOTED: To be the sense of this Committee that a contribution by the students for the memorial tablet, above referred to, would be appropriate and acceptable.

Memorial Tablet

It was the opinion of the Committee that the Acting President should consult with the students relative to the project of securing a memorial tablet.

The Acting President discussed with the Committee the desirability of petitioning the present legislature for an appropriation for a library building in addition to a women's dormitory, provided it becomes apparent that the legislature will appropriate large sums of money for public construction. It was the opinion of the Committee that this matter should be left to the discretion of the Acting President.

Library Building

The Committee adjourned at 2:30 P. M.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND GROUNDS

City Club, Boston, Mass., February 25, 1919.

The meeting convened at 12:15 P.M. with the Chairman, Mr. Frank Gerrett presiding.

PRESENT: Messrs. Gerrett, Ellis, Preston, William Wheeler and Acting President Lewis. Treasurer Kenney, Mr. Ritchie and Mr. H.F.Tompson were also present.

The Treasurer and Mr. Ritchie reported that Custance Brothers of Arlington were prepared to build the Foreman's Cottage at the Market Garden Field Station, within the available appropriation of $4500. and it was

Market Garden Field Station Foreman's Cottage

VOTED: To authorize the Treasurer to enter into a contract with Custance Brothers for the construction of the Foreman's Cottage at the Market Garden Field Station on the basis of plans to be approved by the Treasurer, the cost not to exceed $4500.

The Committee considered plans and location of the proposed women's building, and after discussion, it was

Women's Bldg. Plans and Location

VOTED: That close estimates be prepared covering the cost of the proposed women's building for presentation to the Supervisor of Administration, and that if the total exceeds the sum of $150,000. an attempt be made to secure from the present Legislature an appropriation adequate to cover the entire cost of the building and equipment.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

VOTED: To recommend to the Trustees that the location of the proposed women's building be changed to the area south of the East Experiment Station and north of the Microbiology Building.

The Treasurer presented a claim from Allen Brothers for reimbursement in the amount of $75. on account of riveting work on steel used in the turbine house, and it was

Allen Bros. Turbine House

VOTED: To leave the adjustment of this claim to the Treasurer and Architect.

The meeting adjourned at 2:30 P.M.

_____Chairman

_____Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF THE JOINT COMMITTEE ON COORDINATION

DEPARTMENT OF AGRICULTURE AND MASSACHUSETTS AGRICULTURAL COLLEGE

136 State House,Boston,Mass.,March 3,1919, 2:15 P.M.

PRESENT: Representing the Department of Agriculture, Messrs. Leslie Smith, John Bursley, H. H. Shepard and Wilfrid Wheeler; representing the Massachusetts Agricultural College, Messrs. Charles A. Gleason, Elmer D. Howe, George H. Ellis (as substitute for Mr. Frank Gerrett) and Edward M. Lewis.

Mr. Leslie Smith was chosen Chairman, and Ralph J. Watts, Secretary, of the Committee.

Acting President Lewis read the minutes of the history of the discussion of coordination between the Department of Agriculture and the Agricultural College, and the matter was discussed at length. On motion of Mr. Bursley, it was

VOTED: To accept the following articles as governing the division of work between the State Department of Agriculture and the Massachusetts Agricultural College.

Coordination State Dept. Agriculture M.A.C.

I. The State Department of Agriculture and the Massachusetts Agricultural College are, or should be, regarded as public agencies, to be supported by public funds and to be subject to appropriate state control.

II. The chief function of the State Department of Agriculture is administrative.

III. The chief function of the State Agricultural College is educational.

IV. There should be a standing joint committee, on Cooperation and Adjustment, comprised of two or more members of the Department of Agriculture and a similar number from the Board of Trustees of the College in addition to the Commissioner of Agriculture and the President of the College.

V. Memoranda of agreement. - There should be distinct written agreements on the form and method of division of labor in all cases where there is, in the opinion of either institution, any overlapping or duplication of work.

VI. It is understood that in the matter of employment of members of the college staff as executive officers in the control or other work of the Department, there will be definite agreements between the Department and the college.

The Committee discussed the question of the transfer of the administration of the Feed and Fertilizer Control Laws from the Agricultural College to the Department of Agriculture, and on motion of Mr. Ellis, it was

Control Laws Transfer

VOTED: That the sub-committee report to their respective boards that they favor the principle of the transfer to the State Department of Agriculture of the administration of the Feed and Fertilizer Control Laws, subject to an agreement between the Department of Agriculture and the Massachusetts Agricultural College that the analytical work be retained at the college.

On motion of Mr. Howe, it was

VOTED: To approve the following plan for the disposition of certain existing pieces of work, and to refer the same, with the endorsement of this Committee, to the respective boards.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Plan for Disposition Certain Pieces of Work

I. The College to take over the Farmers' Institutes.

II. The Department of Agriculture to take over all control work now carried on by the College.

III. All shows and exhibits at which prizes are offered to be under the auspices of the Department of Agriculture.

IV. The advertising of Massachusetts agriculture to be under the Department of Agriculture.

V. The question of publications to be subject to agreement.

VI. The question of the educational-administrative work of the Department of Agriculture to be left to Commissioner Wheeler and President Butterfield for further consideration and report.

The meeting adjourned at 3:30 P. M.

_____Chairman

_____Secretary

Indexed

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON EXTENSION SERVICE

City Club, Boston, Mass., March 13, 1919.

The Committee was called to order at 10:30 A.M. the Chairman, Mr. Elmer D. Howe.

PRESENT: Messrs. Howe, Bowditch, Dewey, Ellis, Frost, Gannon and Acting President Lewis; Director Hurd was also present.

Director Hurd presented a revised budget for Extension Service expenditures from March 1, 1919 to November 30, 1919, and it was

Budget

VOTED: To recommend to the Trustees the acceptance of the budget as presented.

It was

VOTED: To recommend to the Trustees the appointment of an Extension Specialist in Dairying at a salary of $2500. per year from May 1, 1919. Also the appointment of a Specialist to take charge of Extension Schools and Exhibits, etc., at a salary of $2400. per year from May 1, 1919.

Specialist in Dairying Appointment

VOTED: To employ Mr. William R. Cole as full-time Extension Instructor in Fruit and Vegetable Preservation in accordance with the vote of the Trustees of October 2, 1918.

W. R. Cole Employment

VOTED: That the Governor and Council be requested to allow extra compensation to Messrs. W.H. Bronson and R. B. Cooley in order to adjust their salary for the year on the basis of Trustees' previous action.

W.H.Bronson
R.B.Cooley
Extra Compensation

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

In executive session, the sub-committee on adjustment of automobile travel reported, and it was

VOTED: To recommend to the Trustees the adoption of the following regulations for the use of privately owned automobiles by the staff of the Massachusetts Agricultural College.

1. That approval is given by the Trustees for the use of privately owned automibiles by the staff of the Massachusetts Agricultural College for official business, when it is clearly in the interests of the work, and economy for the institution to do this.

2. That proposed trips shall be previously requisitioned in the usual manner and through the usual channels.

3. That on approved trips a mileage rate of eight cents per mile, irrespective of the number of persons, for actual miles traveled on official work shall be allowed.

Automobiles
Use of

4. That night garage storage not to exceed $1.00 per night will be allowed.

5. That when a proposed trip shall parallel a railroad or trolley line, only the regular railroad or trolley fare will be allowed.

6. That the institution will assume no liability for damages done to persons or property by privately owned machines.

7. That a rate of three cents per mile will be allowed when members of the staff of the college share the use of autos used by county agents or other state employees.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

OMMITTEE

The resignation of William D. Hurd as Director of the Extension Service was presented and it was

W.D.Hurd Resignation

VOTED: To recommend to the Trustees the acceptance of the resignation of William D. Hurd as Director of the Extension Service, the same to take effect April 30, 1919.

The Committee discussed at length the question of a successor to Professor Hurd. It was the unanimous opinion that the position should not be filled permanently until the return of President Butterfield, and it was

John D.Willard Acting Director

VOTED: To recommend to the Trustees that Mr. John D. Willard be appointed Acting Director of the Extension Service until the return of President Butterfield.

The meeting adjourned at 12 P. M.

_____Chairman

_____Secretary

Indexed

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON EXTENSION SERVICE

City Club,Boston,Mass., April 4, 1919.

The meeting convened at 12 o'clock noon with the Chairman, Mr. Elmer D. Howe presiding.

PRESENT: Messrs. Howe, Bowditch, Dewey, Ellis, Frost, Gannon and Acting President Lewis.

The Acting President reported on various investigations which had been made by the Chairman of the Committee and himself of candidates for the position of Director of the Extension Service. The matter was discussed at length, and it was decided to defer the permanent settlement probably until the return of President Butterfield. In view of this sentiment, it was

R.W.Redman
Acting Director

John D.Willard
Associate
Director

VOTED: To recommend to the Trustees that until further action be taken, Mr. Ralph W. Redman be appointed Acting Director and Mr. John D. Willard be appointed Associate Director of the Extension Service.

The opinion of the Committee was unanimous that Mr. Redman in accepting the appointment as Acting Director of the Extension Service should clearly understand that the Committee does not propose to consider his name in connection with the permanent appointment to this vacancy.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

It was

VOTED: To authorize the Chairman and the Acting President to continue their investigation of such candidates for the position of Director of the Extension Service as they may deem worthy of consideration.

Director Candidates

The meeting adjourned at 1:50 P. M.

_____Chairman

_____Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON EXTENSION SERVICE

Hotel Bellevue, Boston, Mass., May 6, ~~1920~~ 1919.

The meeting was called to order at 10:40 A.M. with the Chairman, Mr. Elmer D. Howe, presiding.

PRESENT: Messrs. Howe, Bowditch, Dewey, Ellis, Frost, Gannon and Acting President Lewis.

The Committee considered further the question of appointing a permanent Director of the Extension Service, and after discussion, it was

Director Temporary Arrangement

VOTED: To continue the temporary arrangement now provided for unless new conditions arise which make it seem desirable to elect a permanent Director before the return of President Butterfield.

On motion of Mr. Ellis, it was

Special Meeting

VOTED: To authorize the call of a special meeting of the Trustees in Boston Saturday, May 24, 1919 at such time and place as the Acting President may designate.

The meeting adjourned at 11:30 A. M.

_____ Chairman

_____ Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON EXTENSION SERVICE

City Club, Boston, Mass., May 23, 1919.

The Committee convened at 10:10 A.M. with the Chairman, Mr. Elmer D. Howe, presiding.

PRESENT: Messrs. Howe, Bowditch, Dewey, Ellis, Frost, Gannon and Acting President Lewis.

It was

VOTED: To recommend to the Trustees that a leave of absence without pay be granted to Ezra L. Morgan for one year from approximately July 1, 1919.

E.L.Morgan Leave of Absence

It was

VOTED: To recommend to the Trustees the approval of the appointments of D.L.James, Extension Specialist in Dairying, at a salary of $2500. per year from date of May 1, 1919, and of John D. Zink, In Charge of Extension Schools and Exhibits, at a salary of $2000. per year from date of May 1, 1919.

D. L. James Appointment

John D.Zink Appointment

It was

VOTED: To recommend to the Trustees that an Extension Assistant in Marketing be engaged at a salary not to exceed $3000. per year, $2500. of which is to be paid by the U. S. D. A.

Asst. in Marketing Appointment

VOTED: That Mr. Frost be requested to outline and present to the Committee a project for the most effective work on the marketing problem which may be undertaken by the Extension Service.

Marketing Problem

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

U. S. D. A. Aid

Mr. Redman reported on the prospects for the continuation of special financial aid from the U.S.D.A.

The Committee considered various salary increases for members of the Extension Service Staff, as recommended by the Acting President, and it was

Salary Increases

VOTED: To approve and recommend to the Finance Committee and to the Trustees certain salary increases for members of the Extension Service Staff. (Details of these increases appear in the Minutes of the Trustees' Meeting of May 24, 1919.)

The meeting adjourned at 11:30 A. M.

_____Chairman

_____ _____Secretary

Indexed

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY

City Club, Boston, Mass., May 23, 1919.

The Committee convened at 11:30 A. M. with the Chairman, Mr. William Wheeler, presiding.

PRESENT: Messrs. William Wheeler, Bacon, Dewey, Gannon, Howe and Acting President Lewis.

The Committee considered the question of granting honorary degrees in 1919, and after discussion it was agreed that it would be inexpedient to inaugurate at this time the custom of granting honorary degrees.

Honorary Degrees

It was

VOTED: To approve and recommend to the Trustees the following courses in Rural Home Life:

Rural Home Life

Miss Skinner

Elective Courses

Rural Home Life Courses

25. I. 26. II. 27. III. Textiles and Clothing. - Sophomores.- The selection and purchase of suitable materials, their character, cost and durability. Appropriateness and simplicity in dress. There will be practical work in hand and machine sewing, drafting and designing of patterns, the care and repair of clothing.
1 lecture 2 2-hour laboratory periods, Credit 3.

COMMITTEE

50. I. 51. II. 52. III. Foods and Cookery. - Juniors. - A course to establish a fundamental knowledge of foods. The lectures deal with a discussion of the comparative composition, cost and economic value of food-stuffs; their sources, production and manufacture. Laboratory practice in applying scientific principles to the selection and preparation of typical foods. 1 class hour.
2 2-hour laboratory periods, Credit 3.

Rural Home Life Courses

75. I. 76. II. Household Management. - Seniors. - This course deals with the application of the principles of scientific management to the household, and the elements of successful homemaking. It includes a study of the family income, cost of living, household accounts, the budget and its apportionment. Consideration will also be given to the responsibility of the woman to her family and the community in establishing right standards of living. 2 class hours. Credit 2.

78. III. Home Nursing. - Seniors. - This course includes a study of the care of the family health; simple diseases and their prevention; the care of young children and invalids; first aid to the injured.
2 class hours. Credit 2.

The Committee considered various salary increases, as recommended by the Acting President, and on motion of Mr. Howe, it was

Salary Increases

VOTED: To approve and recommend to the Finance Committee and to the Trustees certain salary increases for members of the Administration and Teaching Staff. (Details of these increases appear in the Minutes of the Trustees' meeting of May 24, 1919.)

It was

Titles Changes in

VOTED: To approve and recommend to the Trustees the following changes in title of the members of the Staff:

Name	Department	Present Rank	Proposed Rank
A. B. Beaumont,	Agronomy	Asso.Prof.	Professor
F.A. McLaughlin,	Botany	Instructor	Asst. Prof.
Arao Itano,	Microbiology	Asst.Prof.	Asso. Prof.
C.H.Patterson,	English	Asst.Prof.	Professor
A.A. Mackimmie,	French	Asso. Prof.	Professor
A. N. Julian,	German	Instructor	Asst. Prof.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

OMMITTEE

It was

VOTED: To approve the establishment of the position of Assistant Professor in the Department of Agricultural Economics at a salary of not to exceed $2100. per year, $1100. of which is to be paid from Experiment Station funds and $1000. from Short Course funds.

Dept. of Agricultural Economics Asst. Prof.

It was

VOTED: To recommend to the Trustees that Richard L. Holden be appointed Instructor in Animal Husbandry at a salary of $1500. per year from July 1, 1919, same to be paid from Short Course funds.

R.L.Holden Appointment

VOTED: To recommend to the Trustees the appointment of Ray L. Torrey as Instructor in Botany at a salary of $1500. per year to take effect September 1, 1919.

R.L.Torrey Appointment

VOTED: To authorize the Acting President to endeavor to secure the approval of the appropriate State officials of the appointment of an Instructor in Agronomy at a salary of $1700. per year and an Assistant to Prof. Hart in the Department of Agricultural Education at $3300. per year, provided the Trustees subsequently approve appointments to either or both of these positions.

Instructor in Agronomy Appointment

Dept. of Agl. Education Asst. Prof. Appointment

The meeting adjourned at 2:15 P. M.

_____Chairman

_____Secretary

Indexed

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON EXPERIMENT DEPARTMENT

City Club, Boston, Mass., May 23, 1919

The Committee convened at 2:40 P. M. with the Chairman, Mr. Charles H. Preston, presiding.

PRESENT: Messrs. Preston, Frost, Mortimer, Pollard, and Acting President Lewis.

On motion of Mr. Frost, it was

Dept. of Agricultural Economics Asst. Prof.

VOTED: To approve the establishment of the position of Assistant Professor in the Department of Agricultural Economics at a salary of not to exceed $2100. per year, $1100. of which is to be paid from Experiment Station funds and $1000. from Short Course funds.

The Committee considered various salary increases for members of the Experiment Station Staff, as recommended by the Acting President. It was

Salary Increases

VOTED: To approve and recommend to the Finance Committee and to the Trustees certain salary increases for members of the Experiment Station Staff. (Details of these increases appear in the Minutes of the Trustees' Meeting of May 24, 1919.)

THE MASSACHUSETTS AGRICULTURAL COLLEGE

OMMITTEE

On motion of Mr. Frost it was

VOTED: That the Acting President be authorized to endeavor to obtain $2000. through the supplementary budget, to cover the cost of laboratory work in connection with the blood test of poultry.

Blood Test of Poultry

The meeting adjourned at 3:30 P. M.

_____Chairman

_____Secretary.

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON FINANCE

City Club, Boston, Mass., May 23, 1919.

The Committee convened at 3:40 P. M. with the Chairman, Mr. Charles A. Gleason, presiding.

PRESENT: Messrs. Gleason, Bowditch, Ellis, Mortimer, Pollard, Richardson and Acting President Lewis; Treasurer Kenney was also present.

The Committee considered various salary increases as recommended by Committees on Extension Service, Course of Study and Faculty, and Experiment Station; also the schedule for increases for Clerks, as recommended by the Acting President.

On motion of Mr. Ellis, it was

Salary Increases

VOTED: To approve and recommend to the Trustees certain salary increases for members of the various staffs, the same to become effective June 1, 1919. (Details of these increases appear in the Minutes of the Trustees' meeting of May 24, 1919.)

On motion of Mr. Bowditch, it was

VOTED: To authorize the Acting President to endeavor to secure further salary increases during the year if emergencies arise requiring special consideration for such.

On motion of Mr. Ellis, it was

VOTED: To authorize the Auditing Committee of the Trustees to recommend to the Governor and Council such increases in the wages of laborers at the college as would seem to them advisable.

On motion of Mr. Bowditch, it was

VOTED: To approve and recommend to the Trustees the following new appointments of clerks:

Appointments

Miss Nellie V. Barkhouse, Clerk, President's Office, May 19, 1919, $960.
Miss Margaret Leduc, Stenographer, Ext. Service, March 1, 1919, $720.
Miss Mildred Pierpont, Clerk, Short Courses, May 1,1919, $900.
Miss Laura Sabin, Stenographer, Dept.Poultry Husbandry, March 7, 1919, $720.
Mr. Lawrence A. Wheaton, Chief Clerk, Extension Service, April 10, 1919, $1500.

On motion of Mr. Ellis, it was

VOTED: To approve and recommend to the Trustees extra compensation and promotions as follows:

Extra Compensations Promotions

Miss Lorian P. Jefferson, as Acting Head of the Department of Agricultural Economics in the absence of Dr. Cance, at the rate of $25. per month from February 1, 1919.

Prof. Loyal F. Payne, as Acting Head of the Poultry Department in the absence of Prof. J. C. Graham, at the rate of $25. per month from April 1, 1919.

Prof. B. E. Pontius, as Acting Head of the Department of Animal Husbandry in the absence of Prof. J.C. McNutt, at the rate of $25. per month from March 7, 1919.

Mr. R. W. Redman, as Acting Director of the Extension Service, at the rate of $50. per month from May 1, 1919.

Mr. John D. Willard for carrying on work of the Director of Extension Service, at the rate of $50. per month from May 1, 1919.

Promotion of Miss Doris Tower from Stenographer to Clerk in the Department of Poultry Husbandry, at a salary of $840. from date of April 1, 1919.

Promotion of Miss Rebecca L. Mellor from Clerk to First Clerk in the Experiment Station, at a salary of $1080. from date of June 1, 1919.

COMMITTEE

On motion of Mr. Ellis, it was

Wm. Martin Title

VOTED: To approve and recommend to the Trustees that the title of William Martin be that of Laboratory Assistant, Department of Horticultural Manufactures, and that his salary be $900. per year from June 1, 1919.

The Treasurer reported that Mrs. Frank A. Hosmer of Amherst had expressed the desire to present to the College a collection of books, museum specimens, and curios, collected by the late Frank A. Hosmer, and it was

Mrs. Frank A. Hosmer Presentation Books, etc.

VOTED: That the Trustees accept the generous offer, and that the Chairman of the Finance Committee and the Treasurer convey to Mrs. Hosmer the appreciation of the Trustees.

Treasurer's Statement

The Treasurer presented a comparative statement of disbursements and receipts for the first five months of each of the last three fiscal years.

On motion of Mr. Ellis, it was

Carbon Coal and Coke Co. Coal

VOTED: To authorize the Treasurer to sign a contract with the Carbon Coal and Coke Company, for the purchase of coal for the ensuing year.

On motion of Mr. Richardson, it was

Frances Stearn Traveling Account

VOTED: To leave to the Chairman of the Finance Committee and the Treasurer the adjustment of the traveling account of Miss Frances Stearn.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

OMMITTEE

On motion of Mr. Mortimer, it was

Miss Laura Comstock Vacation

VOTED: Not to authorize payment to Miss Laura Gifford for vacation in 1918, taken in excess of the amount allowed by the U. S. Department of Agriculture.

On motion of Mr. Richardson, it was

Accounts of Institution Against Employees

VOTED: That all accounts of the institution against employees shall be settled within sixty days from the date they are rendered, and that when such accounts remain unpaid at the end of ninety days, they shall be deducted from the compensation due such an employee.

The meeting adjourned at 5:55 P. M.

_____Chairman

_____Secretary.

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COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND GROUNDS

Massachusetts Agricultural College, May 28, 1919

PRESENT: Messrs. Gerrett, Ellis and Acting President Lewis; Treasurer Kenney and Mr. Ritchie were also present.

At 12:15 P. M. the Committee met for luncheon and conferred with Mrs. Butterfield, Miss Skinner and Miss Comstock relative to the location of the proposed women's building. Subsequently, the Committee viewed various sites under consideration. At 3 P.M. the Committee met in the President's Office and gave further consideration to this question.

Women's Bldg. Location

It was agreed that pending the final decision, Mr. Ritchie be asked to make further studies of the locations, 1st: In the vicinity of the East Experiment Station and, 2nd: North of Stockbridge Hall, and that at an early date the Committee meet in Boston to consider further this matter.

The meeting adjourned at 3:15 P. M.

_____Chairman

_____Secretary.

Indexed

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MMITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

City Club, Boston,Mass., June 18, 1919

The Committee met at 11:00 A. M. with the Chairman, Mr. Frank Gerrett, presiding.

PRESENT: Messrs. Gerrett, Ellis, William Wheeler, and Acting President Lewis. Mr. Kenney and Mr. Ritchie were also present.

Mr. Ritchie presented studies showing the possible development of a women's group on an area south of the East Experiment Station, and on an area north of Stockbridge Hall. On the basis of these studies, the Committee gave careful consideration to the location of the Women's Building, and it was not deemed advisable to alter the vote of the Committee of February 25,1919, whereby it was determined to locate the Women's Building south of the East Experiment Station.

Women's Bldg. Location

It was

VOTED: To recommend to the Trustees that the Treasurer and architect be instructed to study the most economical method of heating the College buildings, including a study of the needs of departments desiring high pressure steam, the location of steam mains, and the construction of tunnels.

College Buildings Heating

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Consulting Engineer

VOTED: To leave to the Treasurer the selection of a consulting engineer to advise in connection with the study of the engineering problem of the college.

Women's Bldg. Location

VOTED: To refer to the Board of Trustees, without recommendation, the request of Miss Skinner that the final decision on the location of the Women's Building be deferred until the return of President Butterfield.

Improvements and Equipment Schedule

The Treasurer presented a schedule for the distribution of the special appropriation of $20,000. for improvements and equipment and it was

VOTED: To approve the schedule as submitted and to recommend its adoption by the Trustees.

Memorial Bldg. Location

It was

VOTED: To recommend to the Trustees that a special committee be appointed to confer with the proper state officials on the question of location and maintenance of the proposed Soldier Memorial Building to be provided by the Alumni of the College.

Meeting adjourned at 12:45 P. M.

_____ Chairman

_____ Secretary.

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

MMITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON EXTENSION SERVICE

City Club, Boston, Mass., June 27, 1919

The meeting convened at 1:30 P. M. with the Chairman, Mr. Elmer D. Howe, presiding.

PRESENT: Messrs. Howe, Bowditch, Ellis, Gannon, and Acting President Lewis. Mr. Redman and Mr. Willard were also present.

In view of the fact that the Emergency Funds from the U. S. Department of Agriculture for the support of Extension Work in Home Economics in cities will be discontinued after June 30, 1919, the Committee considered at length what disposition should be made of this work in the future.

Home Economics
City Work

On motion of Mr. Gannon, it was

VOTED: That the County Farm Bureaus be encouraged to take over as much of the city work now being done in Home Economics as they can support without college or Federal financial aid, and that any city not provided for by a County Farm Bureau be cared for by the Smith-Hughes Funds if this be possible.

On motion of Mr. Ellis, it was

VOTED: That in order to adequately terminate the Extension Work in Home Economics now being done in the cities, funds not to exceed $1000 in amount be paid from the State Appropriation for Extension Service to cover expenses of this work during July and August, 1919, this amount to provide for the salary of Miss Roof, Miss Nickerson, and Miss Soroker, for July, and the salary of Miss Roof for August, it being understood that for a portion of this period Miss Roof will not be on active duty.

It was

V. A. Rice Additional Salary

VOTED: To pay Mr. V. A. Rice additional salary in amount of $160. per year from date of July 1, 1919, this to be charged to Smith-Lever supplementary funds.

It was

A. L. Dean Salary

VOTED: To pay the salary of Mr. A. L. Dean at $1500 per year from July 1st, to November 30th, 1919, from Smith-Lever supplementary funds.

It was

Mrs. Ruth S. Reed Employment

VOTED: To employ Mrs. Ruth S. Reed as Assistant State Leader of Home Economics from July 1, 1919, at a salary of $2200. per year; salary to be paid from Smith-Lever supplementary funds.

Meeting adjourned at 2:30 P. M.

_____ Chairman

_____ Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

MMITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON

BUILDINGS AND ARRANGEMENT OF GROUNDS

City Club, Boston,Mass., July 18,1919, at 1 P.M.

PRESENT: Messrs. Gerrett, Bacon, Ellis, Preston, William Wheeler and President Butterfield. Dean Lewis, Treasurer Kenney, Architect Ritchie and Engineer Butterworth were also present.

The first item of business was the reopening at the President's request of the question of the location of the Women's Dormitory. The President stated his views and recommended as the best site, in his judgment, the location just east of the upper plant house and south of the President's House, and as the second best site, the location just to the north of the West Experiment Station. After discussion, it was

Women's Building Location

VOTED: To reconsider the vote by which the Women's Dormitory was located on the site north of the Microbiology Laboratory.

It was

VOTED: To take up the consideration of the utilization of the appropriations for buildings at the Market Garden Field Station.

Market Garden Field Station Appropriations for buildings

Treasurer Kenney and Professor Tompson stated the situation and after discussion, it was

COMMITTEE

Market Garden Field Station Administration Bldg.

VOTED: To authorize the Treasurer to procure bids for the erection of the administration building at the Market Garden Field Station.

Also it was

Market Garden Field Station Greenhouse

VOTED: To authorize the Treasurer to proceed with the erection of an additional greenhouse at the Market Garden Field Station.

Mr. Frost, Chairman of the Trustees' Committee on Horticulture, reported the request of the Committee that the Committee on Buildings and Arrangement of Grounds should give careful consideration to the pressing need for an early erection of a building for Horticultural Manufactures. It was

Horticultural Manufactures Building

VOTED: To request the Committee on Horticulture to make further detailed study of the project and report to the Committee on Buildings and Arrangement of Grounds at a future meeting.

The Treasurer presented an amended plan for installing concrete walks at Stockbridge Hall, and it was

Stockbridge Hall Concrete Walks

VOTED: To authorize the Treasurer to proceed under the new plan of building walks at Stockbridge Hall, the plan, however, to be regarded as relatively temporary and not the final alignment of walks.

The President presented a request from the Director of Short Courses for an office. It was

Director of Short Courses Office

VOTED: To leave the matter of installing and equipping an office for the Director of Short Courses with the President and Treasurer with power.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MMITTEE

Rural Engineering Building Enlargement

Professor Gunness presented the need of and plans for the enlargement of the Rural Engineering Building.

Statements were made by the President, the Dean and the Treasurer relative to the steps necessary in the case of the proposed Alumni Soldiers' Memorial Building. After discussion, it was

Memorial Bldg. Location

VOTED: To authorize the President and Treasurer to confer with the state authorities relative to the sale of land for the Memorial Building, and report to the Committee at its next meeting.

It was

Library and Chemistry Buildings Location

VOTED: To recommend to the Trustees that the Legislature be asked to make at its next session, adequate appropriations for the erection and equipment of both library and chemistry buildings.

It was

VOTED: To adjourn to meet at the College at the President's Office, Saturday, July 26th, at 9 A. M.

_____Chairman

_____Secretary.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

It was

C. H. Thayer Appointment

VOTED: To appoint Mr. Charles H. Thayer as Instructor in Agronomy at a salary of $1700. per year to be paid from Short Course funds, to take effect September 1, 1919.

It was

Short Course Instructors

VOTED: That the President be authorized to engage instructors for the following positions if further study of the situation indicates that such instructors are necessary for the next college year, in order to adequately provide for the Short Courses.

Instructor in Rural Engineering, salary $2000. per year.

Instructor in Rural Engineering, salary $1500. per year.

Instructor in Dairying, salary $2000. per year.

Instructor in Poultry Husbandry, salary $2000. per year.

Instructor in Farm Management, salary $1000. per year, half time.

Gilbert Watts Appointment

VOTED: To appoint Mr. Gilbert S. Watts as Instructor in Market Gardening and Foreman in the Department of Market Gardening for one year from date of July 15, 1919, at a salary of $2000. per year, $1000. of which is to be paid from Short Course funds, and $1000. from the funds of the department.

It was

Rural Sociology Associate Professor

VOTED: That the President be authorized to engage an Assistant Professor or Associate Professor of Rural Sociology at a salary not to exceed $2500. per year, same to take effect September 1, 1919.

COMMITTEE

VOTED: That the President be authorized to make such re-classification of the salary of Director Phelan as seems to him advisable.

Prof. Phelan Re-classification of salary

VOTED: That the President be authorized to transfer the service of Mr. Joseph Novitski to the Federal Vocational Board for one year, the salary for this period to be paid by the Federal Vocational Board.

Joseph F. Novitski Transfer

It was

VOTED: To ratify the appointment of Mr. Charles H. Abbott as Instructor in Zoology to succeed Mr. S.C.Ball at a salary of $1500. per year, to take effect Sept. 1, 1919.

C.H.Abbott Ratify Appointment

It was

VOTED: To accept the resignation of Mr. Burt A. Hazeltine, Instructor in Mathematics, same to take effect July 15, 1919.

Burt A. Hazeltine Resignation

It was

VOTED: To appoint Mr. Clark L. Thayer as Head of the Department of Floriculture at a salary not to exceed $2000. per year, to take effect September 1, 1919, his title to be determined by the President.

Clark L.Thayer Appointment

VOTED: That the President be authorized to fill the position of Associate Professor of Agricultural Education at a salary not to exceed $3300. per year, same to take effect September 1, 1919, it being understood that half the salary of this appointee will be paid from Smith-Hughes funds.

Agricultural Education Associate Professor

VOTED: That Mr. Fred E. Wheeler be appointed Instructor in Dairying at a salary of $1500. per year for full time service, to take effect September 1, 1919.

Fred E.Wheeler Appointment

It was

VOTED: To approve the employment of Mr. Arthur M. McCarthy as a Graduate Assistant in the Department of Physical Education for one year, at a salary of $900. same to take effect September 1, 1919.

A.M. McCarthy Employment

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President's Office Clerk

VOTED: That the President be authorized to engage an additional clerk in the President's Office at a salary not to exceed $1200. per year.

Dept. of Physics Instructor

VOTED: That the President be authorized to fill the vacancy of Instructor in the Department of Physics at a salary not to exceed $1800. per year.

F. C. Sears Extra Compensation

VOTED: That extra compensation in the amount of $50. per month be allowed Prof. F.C. Sears as Acting Head of the Division of Horticulture, during the absence of Prof. F.A.Waugh.

L. H. Parker Employment

VOTED: To authorize the employment of Mr. Laurence H. Parker for one year at a salary of $2400. to take effect September 1, 1919, as Instructor in Mathematics and for such other work as may be decided upon by the President.

Prof. Lockwood Vocational Adviser

VOTED: That the President be authorized to use a portion of the time of Professor Wm. P.B. Lockwood for work as Vocational Adviser.

Foreign Students Tuition

VOTED: To authorize the President with the approval of this Committee to seek advice of the Governor and Council relative to admitting to the College without the payment of the tuition usually required of foreign students, two students to be sent to the United States by the Serbian government.

Dean Administrative Responsibility

VOTED: That the President be authorized to make such arrangements as will enable the Dean of the College to assume larger administrative responsibility for the academic work of the institution such as course of study, methods of teaching, student scholarship and student affairs.

Prof. Patterson Asst. Dean

VOTED: That Professor C.H. Patterson be asked to serve as Assistant Dean during the college year 1919-1920.

MMITTEE

VOTED: That the President be authorized to make a special study of the possibilities of the larger use in the campus instruction of the college land, live stock and similar equipment, and to report to this Committee.

College Equipment Larger Use of

It was

VOTED: To refer to the Building Committee with the endorsement of this Committee the question of the President taking such steps as he may deem necessary to develop plans for the housing of the Freshmen and possibly the Short Course students in relatively inexpensive buildings.

Dormitories

The President presented a statement from the Supervisor of Administration relative to the standardization of salaries, together with a memorandum prepared in the President's Office on the same subject. After discussion, it was

Salaries Standardization

VOTED: That this Committee concur in the general salary schedule and employment stipulations submitted by President Butterfield.

The meeting adjourned at 10:30 P. M.

_____Chairman

_____Secretary

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COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND GROUNDS

President's Office, M.A.C., July 26, 1919

The Committee met at 9:15 A. M.

PRESENT: Messrs. Gerrett, Ellis, William Wheeler and President Butterfield; also Dean Lewis, Treasurer Kenney and Mr. Ritchie.

Memorial Bldg. Location

The Committee inspected various sites proposed for the Memorial Building, the Women's Dormitory and the Chemistry Laboratory.

At 11:30 A. M. the Committee met in executive session at the President's Office.

It was

VOTED: To be the opinion of the committee that the Soldiers' Memorial Building should be located in the area south of the stone chapel.

Library Location

It was

VOTED: To reaffirm the location of the Library in the area south of Clark Hall.

Women's Bldg. Location

The Committee considered at length the various sites proposed for the location of the women's Building. Mr. Wheeler

MOVED: That the Women's Building be located on the hill site south of the President's House.

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MITTEE

On the above motion, two members voted in the affirmative and two in the negative. In view of this vote, it was thought advisable to refer the question back to the Trustees for consideration.

It was

VOTED: That the Secretary of the Trustees be requested to call a special meeting of the Board at Amherst, August 2, to determine the location of the Women's Building.

Women's Bldg. Location

It was

VOTED: To leave to Mr. William Wheeler, Mr.Frost and the Treasurer with power the question of the type of boiler which should be installed at the Market Garden Field Station at Lexington.

Market Garden Field Station Boiler

The meeting adjourned at 1:20 P. M.

_____Chairman

_____Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON

BUILDINGS AND ARRANGEMENT OF GROUNDS

Draper Hall, M. A. C., September 11, 1919.

The Committee convened at 12:30 P. M., with the Chairman, Mr. Gerrett, presiding.

PRESENT: Messrs. Gerrett, Ellis, William Wheeler, President Butterfield, and Treasurer Kenney.

Market Garden Field Station Administration Building

The Treasurer reported that on account of pressure of other work, the architect had not yet prepared the drawings for the Administration Building at the Market Garden Field Station.

Dormitories

The President explained briefly his desire to develop plans for inexpensive dormitories to house freshmen and possibly short course students, and on motion of Mr. Wheeler, it was

VOTED: That the President be authorized to take such steps as he may deem necessary to develop plans for the housing of freshmen and possible short course students in relatively inexpensive buildings.

Study of the Campus Engineering & Architectural

The Treasurer made a report of the progress which is being made in the Engineering and Architectural study of the campus. The President reviewed the history of former surveys and on motion of Mr. Wheeler, it was

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MMITTEE

VOTED: That Professor Waugh in cooperation with an engineer, be authorized to make a study and formulate a report on the location of future buildings.

The bids for the Women's Building were opened, and the proposals of the various contractors were found to be as follows:

Contractor	Bid
C. S. Cunningham & Son	$108,755.
George A. Fuller Co.	120,830.
Edward F. Miner Co.	111,574.
A. E. Stevens Co.	106,096.
Ernest Carlson Co.	106,700.
Casper Ranger Construction Co.	117,869.
Allen Brothers	129,000.
M. I. O'Connor	144,846.

Women's Bldg. Bids

Inasmuch as the lowest bid in this list would make the total cost of the building exceed the appropriation, and inasmuch as the Treasurer and architect were confident that the specifications had been reduced to the minimum requirements, it was thought advisable to ask the Treasurer to confer with the Supervisor of Administration for the purpose of ascertaining whether approximately $5,000. might be obtained to make possible building the dormitory on the basis of the present specifications. It was agreed that as soon as possible, after this conference with the Supervisor of Administration, another meeting of the Committee would be called for the purpose of awarding the contract.

Meeting adjourned at 3:30 P. M.

_____Chairman

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COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Hotel Bellevue, Boston, Mass., September 12, 1919.

PRESENT: Trustees Ellis, Preston, William Wheeler; Dean Lewis and Mr. Kenney.

Women's Bldg. Appropriation

Dean Lewis reported that the Supervisor of Administration gave no encouragement to proceed with the construction of the Women's Building unless it could be built within the appropriation. The Office had already recommended to the Governor and Council not to grant a request for supplementary funds by Dr. Kline of the State Hospital on a similar building project.

The Trustees directed the architect to interview the three lowest bidders to see what saving they could make on the building proper, and also to have them consider what saving could be made by changing the site. After this data was gathered the Dean was requested to call another meeting of the committee.

_____ Chairman

_____ Secretary Pro.Tem.

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MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND GROUNDS

Hotel Bellevue, Boston, September 23, 1919, 12:00 Noon.

PRESENT: Messrs. Ellis, William Wheeler, Bacon, and Preston; also Dean Lewis, Mr. Kenney, Mr. Ritchie and Mr. Parsons.

In the absence of the Chairman of the Committee, Mr. Gerrett, Mr. William Wheeler was voted Chairman pro tempore.

After Mr. Ritchie had reported the savings on the Women's Building as figured by the three lowest bidders, and Mr. Kenney had reported upon the costs of service lines to the various sites, it was moved by Mr. Preston and unanimously

Women's Bldg. Location

VOTED: That the Women's Building be placed upon the site north of the P. and A. Chemistry Building.

On motion of Mr. Ellis, it was unanimously

VOTED: That the contract for the Women's Dormitory be awarded to the E.F. Carlson Company at a figure not exceeding $102,970.00, and subject to such further reductions as may be made by agreement between the architect, contractor and the Treasurer of the College.

Women's Bldg. Contract

It was further moved and

VOTED: That no changes in the plan of the building be made.

It was voted to adjourn.

_____ Chairman

_____ Acting Secretary

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COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON HORTICULTURE

Wilder Hall, Amherst, October 2, 1919.

The Committee convened at 8:00 A. M. in Professor Waugh's office. Mr. Frost was the only member of the Committee present.

Additions and Improvement Projects

Projects for additions and improvements for the year were considered in considerable detail. In the afternoon the Committee met with President Butterfield and the consideration of the projects was renewed.

Fruit Plantations Fencing

It was the opinion of the Committee that the Pomology Department should renew its request for fencing the fruit plantations.

Building Projects

Professor Waugh was directed to study the building projects of various sorts, especially those relating to a central horticulture building, to a manufacturing plant for the department of Horticultural Manufactures, to an extension of the greenhouses for the departments of Floriculture and Vegetable Gardening, including a heating plant for the manufacturing building and greenhouses; it was further suggested that a study of the Horticultural Service group for the Hill site might be included; these studies to be brought into form for

consideration by the Board of Trustees at the January, 1920 meeting.

_____Chairman

_____Clerk

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COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY

City Club, Boston, Mass., October 9, 1919.

The Committee met at 5:30 p. M. with the Chairman, Mr. William Wheeler, presiding.

PRESENT: Messrs. William Wheeler, Bacon, Dewey, Gannon, and President Butterfield.

Short Course Budget

Director Phelan presented a budget for Short Course expenditures for 1920 and discussed its details with the Committee.

On recommendation of the President, it was

L.S.Dickinson Leave of Absence

VOTED: To recommend to the Trustees that Mr. Lawrence S. Dickinson be granted a leave of absence without pay for approximately one year from November 1, 1919.

Salary Increases

The President submitted memoranda involving a standardization of salaries for the professional staff, normal departmental organization, salary increases for 1920, and the maximum salary for each position. The Committee expressed its approval of the general range of salaries proposed. After discussion and on motion of Mr. Bacon, it was

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VOTED: That in view of the complexity of the salary increases proposed by the President, and the lack of opportunity for this Committee to consider details pertaining thereto, the schedule be referred to the Trustees with the recommendation that a sub-committee consisting of the chairmen of the Committees on Finance, Course of Study and Faculty, Experiment Station, and Extension Service, in conference with the President, be authorized to determine the increases which shall be incorporated in the legislative budget for 1920.

Salary Increases

VOTED: To recommend to the Finance Committee and the Trustees the adoption of the Short Course Budget as submitted by Director Phelan, requiring an appropriation of $43,990. from the State in 1920.

Short Course Budget

Meeting adjourned at 9:30 P. M.

_____Chairman

_____Secretary.

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COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON EXTENSION SERVICE

City Club, Boston, Mass., October 10, 1919.

The Committee met at 9:20 A. M. and in the absence of Mr. Howe, Mr. Ellis was, by vote, chosen to serve as chairman pro tem.

PRESENT: Messrs. Bowditch, Dewey, Ellis, Gannon, and President Butterfield. Acting Director Redman was also present.

Messrs. Farrell, Story, and Griggs appeared before the committee as representatives of the Massachusetts County Farm Bureaus and presented a plan for closer cooperation between the Farm Bureaus and the College, and for larger financial support from the College for farm bureau work. The project was discussed at length and on motion of Mr. Bowditch it was

County Farm Bureaus Cooperation

VOTED: That the above mentioned representatives of the County Farm Bureaus be invited to present their project to the Board of Trustees at the meeting October 11th.

Salary Increases

The committee considered the plan submitted by the President for the standardization and increase of salaries as effecting the Extension Service staff.

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Acting Director Redman presented a budget for Extension Service expenditures for 1920 and after discussion it was

VOTED: To endorse the Extension Service budget for 1920 as presented, and to recommend to the Trustees that an item of $191,000. for this purpose be included in the Legislative budget for current expenses.

Budget

On recommendation of the President and on motion of Mr. Bowditch, it was

VOTED: To recommend to the Trustees that Mr. John D. Willard be elected Director of Extension Service at a salary of $4500. per year, same to take effect on or before January 1, 1920.

John D. Willard Elected Director

Meeting adjourned at 11:40 A. M.

_____ Chairman

_____ Secretary

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COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

City Club, Boston, Mass., October 10, 1919.

The Committee met at 12:30 P. M. with the chairman, Mr. Gerrett, presiding.

PRESENT: Messrs. Gerrett, Ellis, Preston, William Wheeler, and President Butterfield. Treasurer Kenney was also present.

Library Bldg.
Chemistry Bldg.
Estimates

Mr. Ritchie reported the following estimates: for construction of the Library, $425,000; for construction of the chemistry laboratory, $600,000.

The committee considered various projects for improvements and equipment which should be included in the Legislative budget for 1920, and approved the following:

Budget

Extension of Rural Engineering Shops - - - - -	$25,000
Improvements at the Power and Heating Plant -	80,000
Stable for Cavalry Unit - - - - - - - - - - - - - -	15,000
House for Farm Help - - - - - - - - - - - - - - - -	5,000

On motion of Mr. Preston, it was

VOTED: That the consideration of the miscellaneous projects submitted for improvements and equipment be referred to the Finance Committee.

Library Bldg.

VOTED: To recommend to the Trustees that an item of $425,000. be included in the Legislative budget for 1920 for the construction and equipment of a Library building.

Mr. Gerrett is, by request, hereby recorded as voting in the negative on the above motion.

On motion of Mr. Wheeler, it was

VOTED: To recommend to the Trustees that an item of $600,000. be included in the Legislative budget for 1920 for the construction and equipment of a chemistry laboratory.

Chemistry Laboratory

It was agreed that the question of the location of the chemistry laboratory be referred to the Trustees without recommendation.

The Treasurer reported that the contract for the construction of the Women's Dormitory had been signed with the E. F. Carlson Company at $102,970.

Women's Bldg. Contract

Meeting adjourned at 4:00 P. M.

_____ Chairman

_____ Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON EXPERIMENT DEPARTMENT

City Club, Boston, Mass., October 10, 1919.

The Committee met at 4:00 P. M. with the chairman, Mr. Preston, presiding.

PRESENT: Messrs. Preston, Pollard, President Butterfield and Acting Director Morse.

On recommendation of the Acting Director, it was

Supt. of Grounds Care of Lawns and Drives

VOTED: That the lawns and drives of the Experiment Station be put in charge of the Superintendent of Grounds and that the cost of maintenance be included in his budget. The lawns and drives to include those around the East Station, West Station, farm house, P. & A. Chemistry barn, and the grass roads around the fertilizer plots.

Bulletin Chemical Analyses

VOTED: That a special bulletin on chemical analyses and popular abstracts of the regular bulletins be published and not bound in the annual report.

Tillson Farm

VOTED: That the Tillson Farm be discontinued as a separate department and combined with the department of agriculture for convenience in accounting for labor and crops.

W.W.Chenoweth Staff

VOTED: To recommend to the Trustees that Prof. W. W. Chenoweth be made a member of the Station staff in the department of horticulture in charge of Horticultural Manufactures without salary from Station funds.

Orchard Spraying

VOTED: That an investigation be conducted by the Department of Horticulture of the effect of humidity on orchard spraying, with especial attention to the eastern part of the State.

VOTED: That an investigation of feeding swine with kitchen garbage be conducted by the Department of P. & A. Chemistry, and that there be secured the cooperation of the college Department of Animal Husbandry.

Feeding Swine Investigation

VOTED: That the Cape Cod Cranberry Growers' Association be encouraged to closer cooperation with the Experiment Station through an advisory committee appointed by the Directors of the association, to confer with the Cranberry Station about lines of work.

Cape Cod Cranberry Growers' Assn. Cooperation

VOTED: That there be installed a two-party telephone line at the Cranberry Station at Station expense, one instrument to be at the bog and one at Dr. Franklin's residence.

Cranberry Station Telephone

VOTED: That the Acting Director be requested to make a study of the possible solutions of the pressing need for additional land for experimental purposes, and to report to this committee at an early date.

Land Experimental Purposes

VOTED: To recommend to the Trustees that a field pathologist be added to the staff of the Department of Botany to investigate diseases of field crops, the work to be similar to that now being done with market garden crops.

Field Pathologist

VOTED: To recommend to the Trustees that the Experiment Station undertake investigations of rural social conditions.

Rural Social Conditions Investigations

The Committee considered the budget for Experiment Station expenditures for 1920 as presented by the Acting Director, and it was

Budget

VOTED: To endorse and recommend to the Trustees a total of $94,839. for Experiment Station expenditures, and of $23,050. for Control Work for 1920, from state appropriations.

Meeting adjourned at 5:45 P. M.

_____ Chairman

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COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON FINANCE

City Club, Boston,Mass., October 10,1919

The committee met at 6:15 P. M. with the chairman, Mr. Gleason, presiding.

PRESENT: Messrs. Gleason, Bowditch, Ellis, Pollard, Richardson, and President Butterfield. Treasurer Kenney was also present.

On motion of Mr. Bowditch, it was

Mr. Frank Gerrett Compensation as Auditor

VOTED: That for the current calendar year, $100. be allowed Mr. Frank Gerrett for services as auditor of the monthly accounts of the institution.

Dodge Runabout Purchase of

VOTED: That the Treasurer be authorized to purchase a Dodge runabout from the surplus fees from Fertilizer Inspections, the automobile to be used in the collection of fertilizer samples.

Salaries Standardization of

The committee considered memoranda from the President involving the standardization of salaries. It also discussed the budget for current expenses for 1920 and for special appropriations, and it was

Budgets

VOTED: To refer to the Trustees without recommendation the budgets as submitted by the President.

Meeting adjourned at 9:00 P. M.

_____ Chairman

_____ Secretary

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MITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

City Club, Boston, Mass., October 28, 1919.

The meeting convened at 12:40 P. M. with the Chairman, Mr. Gerrett, presiding.

PRESENT: Messrs. Gerrett, Bacon, Ellis, Preston, William Wheeler, and President Butterfield.

The Committee discussed briefly the location of the proposed chemistry building, and on motion of Mr. Ellis, it was

Chemistry Building Location

VOTED: That owing to the improbability of the State making extensive appropriations for new buildings in 1920, Mr. Ritchie be authorized to proceed with preliminary plans for the chemistry building up to the point where further study is dependent upon the decision as to its location.

The meeting adjourned at 1:00 P. M.

_____ Chairman

_____ Secretary

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THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON EXPERIMENT DEPARTMENT

City Club, Boston, Mass., January 8, 1920

The Committee met at 9:20 A. M. with the Chairman Mr. Charles H. Preston, presiding.

PRESENT: Messrs. Preston, Frost, Gilbert, Mortimer, Pollard, President Butterfield and Acting Director Morse.

It was

L.P.Jefferson Appointment

VOTED: To recommend to the Trustees that Miss Lorian P. Jefferson be appointed to fill the vacancy now existing in the Department of Agricultural Economics with the title of Assistant Professor of Agricultural Economics, at a salary of $2100. per year from date of January 1, 1920, $1100. of which shall be paid from Experiment Station funds, and $1000. from Short Course funds, it being understood that approximately one-half time will be devoted to research work and one-half to Short Course instruction.

Mr. Morse presented a draft of a proposed legislative act which would prevent the manufacture and sale of adulterated or misbranded insecticides; discussion developed the fact that there are existing Federal laws regulating such manufacture and sale; it was

Insecticides Manufacture and Sale of

VOTED: To recommend to the Trustees that the proposed legislation regarding the manufacture and sale of insecticides be not advocated at this time.

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Mr. Morse reported on a recent interview with the Supervisor of Administration relative to the approval of various new positions requested for the Experiment Station staff.

Mr. Morse reported on a proposal made by Mr. George McCallum of Northampton that the Experiment Station might conduct certain tests on his farm in Plainfield. After discussion it was

VOTED: That the Chairman appoint a sub-committee of three to serve with Mr. Morse in the further consideration of the possibility of taking advantage of Mr. McCallum's proposal, and report to this committee.

McCallum Farm

Pursuant to the above vote, the Chairman appointed Messrs. Frost, Mortimer, and Gilbert.

Mr. Morse made a brief report on the pressing and immediate need for additional land for experimental purposes.

On recommendation of Mr. Morse it was

VOTED: To recommend to the Trustees that Dr. E. T. Bartholomew be appointed as Research Professor of Pomology at a salary of $2800. per year.

E.T. Bartholomew Appointment

In executive session and on recommendation of the President, it was

VOTED: To recommend to the Trustees that Mr. Sidney B. Haskell be appointed Director of the Experiment Station at a salary of $5000. per year to take effect July 1,1920.

S.B.Haskell Appointment

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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Experiment Station Director

VOTED: To recommend to the Trustees the rescinding of the vote passed in 1906 making the Director of the Experiment Station ex officio member of the Trustees' Committee on Experiment Station, without vote, and that this action become effective July 1, 1920.

Meeting adjourned at 10:35 A. M.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MITTEE

MINUTES OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY

Indexed

Boston City Club, January 8, 1920

The Committee met at 10:40 A. M. with the chairman, Mr. William Wheeler, presiding.

PRESENT: Messrs. Wheeler, Gannon, Howe, and President Butterfield. Dean Lewis was also present.

The Committee discussed the basis on which Dr. B. N. Gates might be employed cooperatively by the College and the State Department of Agriculture. On motion of Mr. Howe, it was

Dr. B.N.Gates

VOTED: To authorize the President to engage Dr. B. N. Gates to give a lecture course in beekeeping, and further to authorize the President to consider the question of transferring the instruction in beekeeping to the Division of Horticulture.

VOTED: To recommend to the Trustees that Prof. Wm. D. Clark be granted a leave of absence without pay, for the present winter term.

Prof. W.D. Clark. Leave of absence

VOTED: That Prof. John C. Graham be allowed to return to his college position either February 1st or July 1st, instead of April 1st.

J.C.Graham Leave of Absence

VOTED: To recommend to the Trustees that Mr. H. C. Thompson be appointed Associate Professor of Physics at $200 per month from January 1 to July 31, 1920.

H.C.Thompson Appointment

VOTED: To recommend to the Trustees that the President be authorized to negotiate with Dr.

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COMMITTEE

Dr. Anderson Appointment

Ernest Anderson relative to his returning to the College as Professor of Chemistry at a salary of $3000 per year.

Supervisor of Farm Practice

VOTED: To refer to the Trustees without recommendation the question of employing at once a Supervisor of Farm Practice to be paid from Short Course funds.

Cooperation in Agriculture

The President reported on the progress which had recently been made in working out plans for closer cooperation between the College and other state agencies interested in agriculture.

Salaries

The President discussed the general situation at the College growing out of the low scale of salaries paid, especially effecting the members of the Department of Physical Education. On motion of Mr. Gannon it was

C.S.Hicks H.M.Gore Salaries

VOTED: To recommend to the Trustees that the salary of Prof. C. S. Hicks be increased to $4,000 per year, and that of Prof. H. M. Gore to $3,000, effective June 1, 1920.

Fiftieth Anniversary

The President submitted a tentative outline of a revised program for the celebration of the Fiftieth Anniversary of the College, which would extend from May 30, 1920, to Commencement, 1921. It was

VOTED: To refer the proposed program for the celebration of the Fiftieth Anniversary of the College to the Trustees with the endorsement of this committee.

Scope of College Work

The President and Committee discussed the scope of the work of the College.

The meeting adjourned at 1:20 P. M.

_____ Chairman

_____ Secretary

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MITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON FINANCE

City Club, Boston, Mass., January 8, 1920.

The Committee met at 5:15 P. M. with the Chairman, Mr. Charles A. Gleason, presiding.

PRESENT: Messrs. Gleason, Bowditch, Ellis, Mortimer, Pollard, and President Butterfield. Treasurer Kenney was also present.

On recommendation of the President it was

VOTED: To recommend to the Trustees that the salary of Mr. L. L. Derby, Assistant in Physical Education, be at the rate of $1200. per year from date of January 1, 1920.

L. L. Derby Salary

VOTED: To leave to Mr. Gleason and the Treasurer, with power, the adjustment of the salary of Mr. L. L. Derby from September 1 to December 31, 1919.

VOTED: That the dues of President Butterfield as a member of the Boston City Club be paid from the income of the Sessions Fund.

Boston City Club Dues

VOTED: To confirm the action of the President and Treasurer in agreeing to pay from the income of the Sessions fund, $8.00 per month to Frank Morrison, a laborer on the farm, for five months beginning January 1, 1920.

Sessions Fund

Mr. Watts presented certain figures relative to the salaries paid members of the clerical staff and discussed the difficulty of obtaining competent clerks, and in some cases of retaining those now employed, at the salaries now paid. After discussion it was

Clerks Salaries of

COMMITTEE

Clerks Salaries of

VOTED: To recommend to the Trustees that when the final schedule of salary increases is presented by the President, the increase for members of the clerical staff be submitted on the basis of an average increase of approximately $180. per person. Further, that when the rooms in Draper Hall are vacated by the women students, it be the opinion of the Trustees that they be made available for use by members of the clerical staff.

On motion of Mr. Bowditch, it was

Burnham Emergency Fund

VOTED: That $500. of the income of the Burnham Emergency fund be invested and applied to the principal.

Alvord Bequest

VOTED: That beginning in September 1920, a scholarship be established which will carry out the provisions of the Alvord bequest.

Toledo Light and Power Co. Bonds

VOTED: To approve the action of the Treasurer and Mr. Gleason in reinvesting in securities of the same company, funds received from bonds of the Toledo Light and Power Company, maturing January 1, 1920.

D.K.Bangs Fund

The Treasurer reported on the condition of the D. K. Bangs Loan Fund.

Mr. Morse, chairman of the faculty committee which is considering the salary situation, presented a statement and chart relative to the inadequacy of existing salaries.

Salary Increases

On motion of Mr. Bowditch, it was

VOTED: To recommend to the Trustees that at an early date the Trustees meet at the College for the purpose of conferring with members of the staff on the question of salary increases.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MITTEE

The Treasurer submitted his annual report for the year ended November 30, 1919, and it was

Treasurer's Report

VOTED: To approve as presented, the report of the Treasurer of the College for the year ended November 30, 1919, and to recommend its adoption by the Trustees.

Meeting adjourned.

_____ Chairman

_____ Secretary

Indexed

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND GROUNDS

City Club, Boston, Mass., January 8, 1920

The Committee met at 2:00 P. M. with the Chairman Mr. Frank Gerrett, presiding.

PRESENT: Messrs. Gerrett, Ellis, Preston, Wheeler, and President Butterfield. Messrs. Kenney, Waugh, and Ritchie were also present.

Grounds Development of

Prof. Waugh presented a map and a written report dealing with the development of the grounds of the College, and the location of buildings proposed for the future. After discussion and on motion of Mr. Wheeler it was

VOTED: That the study of the development of the grounds be continued and that Prof. Waugh's report be considered further in connection with the report to be made by French and Hubbard.

Proposed Buildings Map

VOTED: That the map as prepared by Prof. Waugh for the location of proposed buildings be transmitted to French and Hubbard accompanied by such additional data as may be considered necessary by the President, Treasurer, and Architect.

South College Alterations

The Committee approved an Executive Order issued July 30, 1919 authorizing the Treasurer to make certain alterations in South College in order to provide improved office facilities for the Treasurer, Director of Short Courses, and Adviser of Women.

On motion of Mr. Wheeler, it was

VOTED: To approve and recommend to the Trustees the ratification and execution of a deed of transfer of a certain parcel of land to be conveyed by the Commonwealth to the Associate Alumni of the Massachusetts Agricultural College, said deed having been prepared by the Attorney General.

On motion of Mr. Ellis, it was

Memorial Bldg. Land

VOTED: To recommend to the Trustees the approval of the form of agreement, as submitted by the Attorney General, covering the transfer of land from the Associate Alumni of the Massachusetts Agricultural College, to the Commonwealth, together with the Memorial Building, when the same is constructed.

On motion of Mr. Wheeler it was

Consulting Engineers

VOTED: To recommend to the Trustees that the Treasurer be authorized to make arrangements with French and Hubbard to serve as consulting engineers for the College for one year.

Memorial Bldg. Service Lines

VOTED: To recommend to the Trustees that a special bill be introduced into the Legislature of 1920 providing for funds sufficient to connect the proposed Memorial building with the steam, light, water and sewer lines operated by the College. Further, that if legislative authorization is required in order that the College may insure this building against fire, such authorization be requested in the same bill.

Memorial Bldg. Management

VOTED: That the President, Dean, and Treasurer be authorized to consider the various questions connected with the management and control of the Memorial building, and report a plan for its control, to this Committee.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Rooming Problem

The President discussed the rooming problem now confronting the College, and other building needs. It was

VOTED: That the President be requested to present these matters to the full Board of Trustees.

Library Improvements

VOTED: To recommend to the Trustees that at least $3000. be expended from the prospective legislative appropriation of 1920, for the improvement of the library facilities in the existing building.

Meeting adjourned at 5:10 P. M.

_____Chairman

_____Secretary

Indexed

THE MASSACHUSETTS AGRICULTURAL COLLEGE

ITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON FARM

City Club, Boston,Mass., January 22,1920.

The Committee met at 12:30 P. M. with the Chairman,Mr. N. I. Bowditch, presiding.

PRESENT: Messrs. Bowditch, Ellis, Gerrett, Gilbert, Richardson, President Butterfield, also prof. Foord and Dr. Paige.

Prof. Foord reported that the development of the "going light" disease at the Poultry Plant is becoming quite serious. He also reported that the cases of abortion in the dairy herd had become numerous and somewhat disturbing, if not alarming.

Poultry Plant Disease

Dairy Herd Disease

Dr. Paige reported his observations and activities in connection with both of these diseases. He stated that the trouble at the cattle barn was probably contagious. He also stated that it was quite impossible for his department to care properly for these diseases without additional help.

Veterinary Department Asst.Research Professor

It was

VOTED: To request the Supervisor of Administration to approve the vote of the Trustees which calls for an additional assistant research professor in the Veterinary Department; the same to take effect as soon as practicable.

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COMMITTEE

Milk Sales

Prof. Foord gave a full report of the problem of milk sales with special reference to a project for either reducing or eliminating the sale of milk in Boston. After considerable discussion it was

VOTED: To defer action on this matter.

It was

E.J.Montague Salary

VOTED: To pay Mr. E. J. Montague, Superintendent of the Farm, $1800. per yearto begin on such date as will receive the approval of the Supervisor of Administration.

Crop and Fertilizer Plans

Prof. Foord presented the production chart of the farm and also the crop and fertilizer plans for 1920.

It was

VOTED: To approve the crop and fertilizer plans.

Labor Situation

Prof. Foord reported on the very serious nature of the labor situation because of the law preventing increase of compensation between December 1 and June 1.

It was

Veterinary Department Assistant

Labor Situation

VOTED: To request the chairman of the Committee and Prof. Foord and Dr. Paige to consult with the Supervisor of Administration relative to the matter of an assistant in the Veterinary Department; and the two former with reference to the farm labor situation.

It was

VOTED: To meet at the College on some date between May 20 and June 1, for the purpose of going over the farm.

Adjourned.

_____Clerk

THE MASSACHUSETTS AGRICULTURAL COLLEGE

Indexed

ITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON LEGISLATION

Room 136 State House, Boston, Mass., February 4, 1920

The Committee met at 10:15 A. M. with the Chairman, Mr. Charles A. Gleason, presiding.

PRESENT: Messrs. Gleason, Ellis, Richardson, and Wheeler. Dean Lewis, Mr. Kenney and Director Willard were also present.

It was agreed that Dean Lewis should represent the interests of the College before the present Legislature.

Dean Lewis Represent College

Mr. Willard presented a statement relative to the effect on the Extension Service for the current year of the appropriation as provided for in the Governor's Budget.

After discussion, it was

Extension Service Budget

VOTED: That Mr. Willard should, at his discretion, confer further with the Supervisor of Administration relative to the proposed appropriation for Extension Service.

It was thought inadvisable to ask for any alteration in the items proposed for special purposes.

Meeting adjourned at 12:00 M.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON HORTICULTURE

Wilder Hall, M.A.C., Amherst, May 26, 1920

The Committee met at 8:20 P. M. with the Chairman, Mr. Frost, presiding.

PRESENT: Messrs. Frost, Gilbert, Preston, and President Butterfield.

Professors Waugh, Sears, Clark, Dacy and Thayer were also present.

Building Needs

Professor Waugh presented a formal report on the building needs of the Division of Horticulture. This report was considered in detail and discussed at length.

It was

Market Garden Field Station Administration Building

VOTED: That the Chairman of the Committee and Dr. Gilbert, after consulting with Prof. H. F. Tompson, consult with the Supervisor of Administration as to the advisability of utilizing the existing appropriation for the administration building at the Market Garden Field Station for the construction of such proportion of this building as the funds will provide, with the understanding that the Legislature will be asked to make an additional appropriation sufficient to complete the building in accordance with the requirements therefor.

ITTEE

On motion of Dr. Gilbert, it was

VOTED: To approve and recommend to the Trustees the building program for the Division of Horticulture as presented on this date by Professor Waugh, and to emphasize the necessity of immediate construction of the proposed building for Horticultural Manufactures and Pomology.

Horticultural Manufctures

Pomology Building for Use of

It was

VOTED: To recommend to the Trustees that items for the following new positions in the Division of Horticulture be incorporated in the Legislative budget for 1921.

Assistant professor of Horticulture (Short Courses)
Research Assistant Professor of Horticultural Manufactures
Research Assistant Professor of Pomology
Instructor in Horticultural Manufactures
Instructor in Landscape Gardening.

New Positions

The meeting adjourned at 10:10 P.M.

May 27, the Committee inspected the Mount Toby forest and

VOTED: That the Professor of Forestry should hold the wood on Mount Toby from the market for the present as a reserve fuel supply for the College.

Mount Toby Wood Supply

VOTED: To request the chairman of the Committee and Dr. Gilbert to present to the proper authorities the matter of erecting a steel tower on Mount Toby.

Steel Tower Mount Toby

VOTED: To request the chairman of the Committee and Dr. Gilbert to discuss with the proper

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Mount Toby Demonstration Forest

authorities a method by which the income from Mount Toby may be retained by the College in order that there may be a scientific accounting of the cost and income of the forest as a demonstration forest.

_____Chairman

_____Secretary

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Indexed

TTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON EXPERIMENT DEPARTMENT

President's Office, M.A.C., Amherst, May 27, 1920

The Committee met at 7:30 P. M. with the Chairman, Mr. Preston, presiding.

PRESENT: Messrs. Preston, Frost, Gilbert, and President Butterfield.

There were also present from the Experiment Station staff Messrs. Morse, Lindsey, Haskins, Holland, Smith and Gaskill.

The Committee considered various projects submitted by Acting-Director Morse. On motion of Dr. Gilbert it was

VOTED: To be the sentiment of the Committee that the Tillson farm should be the permanent location for the Poultry Department, and that Director Haskell and Prof. Graham be requested to make a further study of the suitability of this farm for the purpose indicated.

Tillson Farm Poultry Dept. Location

It was

VOTED: To recommend to the Trustees that at an early date an endeavor be made to acquire the Brooks farm for field experiments for the Experiment Station.

Brooks Farm Field Experiments

It was

VOTED: To approve the following items for additional maintenance for the Experiment Station.

Maintenance

1. Meteorology: $200 per year for replacement of apparatus.
2. Poultry Husbandry: Two additional permanent laborers.
3. A general increase in all departments of from 10% to 15%.
4. Chemistry: Relining calorimeter bomb $300.

The following action was taken relative to projects for Improvements and Equipment:

Improvements and Equipment Projects

1. Botany: Constant temperature room; action deferred.
2. Agricultural Economics: Drafting table; $50. approved.
3. Administration: Extension of steam lines to farmhouse; action deferred.
4. Cranberry Station: Insect boxes, $30 approved.
5. Chemistry: Improvement of Piggery, $56.20 approved
   Cement basement for Feeding Barn
   Widening south wing of Feeding Barn, $3000.

New positions in addition to those already approved:

1. Collector of blood samples, $1320.
2. Poultry Pathologist, Poultry Disease Law, $1500-2520.

It was

Wareham Cranberry Station Investigations

VOTED: That this Committee endorses the proposal for testing new varieties of cranberries at the Wareham Cranberry Station, and hereby requests the Director of the Experiment Station to make a further study of the project to ascertain whether a part of the present cranberry bog may be used for this purpose.

On motion of Dr. Gilbert, it was

White Diarrhea in Chicks Study by Veterinary Dept.

VOTED: To recommend to the Trustees that the Veterinary Department make a study of the white diarrhea in chicks and report as to further legislation which may be considered necessary in order to eradicate this disease in this state.

TTEE

It was

VOTED: That the President and Director of the Experiment Station be authorized to make a study of the desirability and possibility of securing industrial fellowships in connection with the Experiment Station, and to report to this Committee. Industrial Fellowships

VOTED: To instruct the President to report to the Trustees a plan which will provide adequate funds for the annual replacement of equipment, and upkeep of College buildings.

VOTED: To approve an increase in the appropriation for Experiment Station publications. Publications and Bulletins

VOTED: That the President appoint a committee to study the question of the kind of publications and bulletins which shall be issued by all departments of the College and report on same to the Trustees.

It was

VOTED: That the Director of the Experiment Station be instructed to prepare a list of the probable bulletins which will be ready for publication during the fiscal year beginning December 1, 1920.

It was

VOTED: That the present law relative to the administration of the Feed Inspection be so amended as to provide an annual appropriation of $8000. to meet the expenses connected with this project. Feed Inspection

It was

VOTED: To defer action on the amount of money which will be asked for the administration of the Poultry Disease Law until the September meeting of the Trustees. Poultry Disease Law

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COMMITTEE

On motion of Mr. Frost, it was

International Products Co. Peat Tests

VOTED: Not to accept funds from the International Products Company with which to carry on peat tests at the Experiment Station, but that such tests be continued during the current year.

It was

Quaker Oats Company Digestion Tests

VOTED: To approve the plan, as reported by Dr. Lindsey, for the digestion tests to be made in co-operation with the Quaker Oats Company, these tests to be made at the College during the current year.

The meeting adjourned at 10:15 P. M.

May 28, the Committee visited the McCallum farm and

McCallum Farm

VOTED: To request the Acting Director to submit to the Committee as soon as feasible projects for the utilization of the McCallum farm in Plainfield as a cooperative hill farm testing station, along the lines of the Director's memorandum to the Committee and of the discussion on the subject by the Committee at this present meeting.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

TTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON FARM

President's Office M. A. C., Amherst, May 28, 1920

The Committee met at 7:15 P. M. with the Chairman, Mr. Bowditch, presiding.

PRESENT: Messrs. Bowditch, Gerett, Gilbert, Richardson, and President Butterfield.

There were also present from the Division of Agriculture, Professors Foord, Beaumont, Gunness, Lockwood, Montague, Payne and Rice.

The Committee considered various projects submitted for Improvements and Equipment and the following were approved:

AGRONOMY

1.	Head House for Agronomy Greenhouse	$2,650.00
2.	Equipment for Graduate Laboratory	506.00
3.	Improvement of Doorway	75.00
4.	Camera	100.00

RURAL ENGINEERING

5.	Addition to Rural Engineering Building	$25,000.00	Projects Improvements and Equipment
6.	Equipment for Rural Engineering Building	2,500.00	
7.	1 Thresher, 1 Grain Binder	1,000.00	
8.	Farm Survey	200.00	

ANIMAL HUSBANDRY

9.	Beef Cattle and Stable Equipment	$5,000.00
10.	Percheron Mare	1,000.00

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COMMITTEE

Projects Improvements and Equipment

DAIRY DEPARTMENT

11.	Installing Electric Power in Elevator	$5,000.00
12.	Electric Fixtures for Dairy Offices	100.00
13.	Recording Thermometer for Sterilizer	75.00
14.	Clarifier 4000 capacity	275.00
15.	Pasteurizer	1,550.00
16.	Office Supply Equipment	150.00
17.	Miscellaneous Equipment	360.00

FARM

18.	Auto Truck	$1,730.00
19.	House for Farm Help	6,000.00
20.	Tools	1,200.00
21.	Drainage	400.00
22.	Fencing	300.00

FARM MANAGEMENT

23.	Comptometer	300.00

Certified Milk Plant

The Committee considered the advisability of continuing the College dairy as a certified milk plant and it was

VOTED: That after September 1, 1920, the College cease producing certified milk and that after that date the milk should be used on the campus.

It was

Judges for Fairs

VOTED: To authorize the President to consider the question of the College supplying suitable judges for fairs from its Faculty and Alumni, and to report on this matter to the Trustees at an early date.

The meeting adjourned at 11:00 P. M.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

TTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON FARM

Indexed

President's Office, M.A.C., Amherst, June 21, 1920
at 8:30 A. M.

PRESENT: Messrs. Bowditch, Ellis, Gerrett, Gilbert, and President Butterfield.

Professors Foord and McNutt were also present.

Professor Foord presented plans for erecting bull pens and a test cow barn in connection with the young stock barn.

Erection of Buildings

It was

VOTED: To authorize the erection of these buildings out of the Legislative appropriation for improvements for 1920, provided they can be built within the allotment of $6000.

Meeting adjourned.

_____ Chairman

_____ Clerk

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Indexed

MINUTES OF THE MEETING OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY

City Club, Boston, Mass., September 15, 1920

The Committee met at 6:45 P. M. In the absence of Mr. Wheeler, Mr. Howe served as Chairman.

PRESENT: Mr. Howe and President Butterfield. Dean Lewis and Director Phelan were also present.

Budget Short Courses

Director Phelan presented a proposed budget for expenditures for Short Courses for 1921. After consideration and without formal vote the budget was approved as submitted, and recommended to the Trustees.

Salary Increase Administration and Instruction

The President submitted a proposed schedule of salary increases for 1921 for members of the staffs of Administration and Instruction, and also a list of new positions requested.

Various other items of business were briefly presented, on none of which was formal action taken.

The meeting adjourned at 8:10 P. M.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

TTEE

MINUTES OF THE MEETING OF TRUSTEES' COMMITTEE ON HORTICULTURE

Indexed

City Club, Boston, Mass., September 16,1920

An informal meeting of the Committee was held at 9:20 A. M.

PRESENT: Dr. Gilbert and President Butterfield. Professor Waugh was also present.

Buildings Improvements, and Equipment

Consideration was given to projects for new buildings, improvements and equipment for the Division of Horticulture.

The requests for funds for current expenses for the various departments in the Division of Horticulture for 1921 were submitted.

The projects and other schedules were approved as presented.

The question of erecting a steel tower on Mount Toby was discussed and it was agreed that if the State Forestry Department will maintain a watchman, the College should endeavor to erect the tower.

Tower on Mount Toby

The meeting adjourned at 10:10 A. M.

_____Chairman

_____Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Indexed

MINUTES OF THE MEETING OF TRUSTEES' COMMITTEE ON EXTENSION SERVICE

City Club, Boston, Mass., September 15, 1920

The Committee met at 4:00 P. M. with the Chairman, Mr. Elmer D. Howe, presiding.

PRESENT: Messrs. Howe, Bowditch, Ellis, Gilbert, and President Butterfield. Director Willard was also present.

Extension Service Budget

The Director presented the budget for the Extension Service for 1921. On motion of Dr. Gilbert, it was

Automobiles

VOTED: To recommend to the Trustees that when personally owned automobiles are used in the work of the College, the same rate of compensation per mile be allowed, as that established in other state departments.

After consideration of the details of the budget as submitted, it was

VOTED: To approve and recommend to the Trustees the adoption of the budget for current expenses for the Extension Service for 1921, as presented by the Director.

New Equipment and Improvements

VOTED: To approve, as presented, the projects for new equipment and improvements for the Extension Service, to be included in the budget for special legislative appropriations for 1921.

On motion of Mr. Ellis it was

Codification of State Laws

VOTED: To suggest to the Trustees that a representative of the Board be authorized to investigate the present codification of the State laws for the purpose of ascertaining the effect on the College of the codification.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

TTEE

On motion of Dr. Gilbert, it was

VOTED: To suggest to the Trustees the desirability of their spending sufficient time at the College to familiarize themselves with the work of the various departments.

The meeting adjourned at 5:50 P.M.

_____Chairman

_____Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF THE MEETING OF TRUSTEES' COMMITTEE ON FINANCE

Indexed

City Club, Boston, Mass., September 16, 1920

The Committee met at 6:00 P. M. with the Chairman, Mr. Gleason, presiding.

PRESENT: Messrs. Gleason, Bowditch, Ellis and President Butterfield. Mr. Bacon, Treasurer Kenney and Dean Lewis were also present.

By vote Mr. Bacon was requested to serve as a member of this committee on this occasion. It was

Miss Diether Salary

VOTED: To recommend to the Trustees that the salary of Miss Diether as Manager of the dining hall be increased to $150 per month.

Laborers Vacation

VOTED: To recommend to the Trustees that permanently employed laborers be granted two weeks vacation annually with pay provided such as in harmony with the practice of other state institutions.

Grace M. Corbett, Salary

VOTED: To recommend to the Trustees that the salary of Miss Grace M. Corbett be increased to $1020 from date of September 1, 1920.

Appropriations Transfer of

VOTED: To authorize the President and Treasurer to consider with the Auditor the question of transfer of certain current appropriations made for the maintenance of the College for 1920.

Automobiles

VOTED: To recommend to the Trustees that when personally-owned automobiles are used in the work of the College, the same rate of compensation per mile be allowed, as that established in other state institutions.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

TEE

The Committee considered the details of the complete budget for 1921, and it was

VOTED: To refer to the Trustees the budget for 1921, as submitted.

The Committee adjourned at 7:50 P. M.

_____Chairman

_____Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Indexed

MINUTES OF THE MEETING OF TRUSTEES' COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

City Club, Boston, Mass. September 16, 1920

The Committee met at 1:55 P. M. with the Chairman, Mr. Gerrett, presiding.

PRESENT: Mr. Gerrett, Mr. Ellis and President Butterfield. Treasurer Kenney, Dean Lewis and Mr. Ritchie were also present.

Legislative Appropriation

The Committee considered projects for new buildings, land, improvements and new equipment for which a legislative appropriation in 1921 should be requested, and the following items were approved and recommended to the Trustees.

Improvements and Equipment

Improvements at Power Plant.	$76,000
Addition to Rural Engineering Building	30,000
Macadam Road	8,000
Administration Building, M. G. F. S.	10,000
Tennis Courts and Gymnasium for Women Students (provisional) . . .	13,500
Chemistry Laboratory	600,000
Miscellaneous Improvements and Equipment . . .	75,000

The following projects were referred to the Trustees without recommendation.

Purchase of Brooks' Farm	16,340
Equipment for Tillson Farm	10,000
Building for Division of Horticulture	335,000

THE MASSACHUSETTS AGRICULTURAL COLLEGE

TEE

It was

VOTED: To recommend to the Trustees that one-half acre of land situated on the west side of Pleasant Street and south of the Phi Sigma Kappa fraternity property, be rented to the Theta Chi fraternity for a term of seventy-five years at an annual rental of $125; the area to have a frontage of 150 feet more or less on Pleasant Street and to allow for a right of way 40 feet wide on the northerly line.

Land, Theta Chi

The meeting adjourned at 4:00 P. M.

_____Chairman

_____Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Indexed

MINUTES OF THE MEETING OF TRUSTEES' COMMITTEE ON EXPERIMENT STATION

City Club, Boston, Mass., September 16,1920

An informal meeting of the Committee was held at 10:50 A. M. with Dr. Gilbert serving as Chairman.

PRESENT: Dr. Gilbert and President Butterfield. Director Haskell and Dean Lewis were also present.

The Director presented a proposed budget for current expenses for the Experiment Station and Control Service for 1921. Projects for improvements, new equipment and additional land were also considered.

It was

Budget

VOTED: To approve as presented the budget for current expenses for the Experiment Station and Control Service for 1921, also the projects for improvements, new equipment and land.

J.L.Kelley Salary

VOTED: To recommend to the Trustees that the salary of J. L. Kelley, foreman at the cranberry station be increased to $1500 per year from December 1, 1920.

Transfer of Land

VOTED: To recommend to the Trustees that an area of approximately twenty-five acres of land now in charge of the Department of Pomology of the College be transferred to the control of the Experiment Station.

Tillson Farm

VOTED: To recommend to the Trustees that the Tillson farm be transferred to the Department of Poultry Husbandry for experimental purposes, subject to such arrangement regarding the care of the land during its development for this purpose as may seem necessary; further that that part of the farm which is not used for poultry husbandry purposes shall remain under the supervision of the Director of the Experiment Station.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

TEE

VOTED: To recommend to the Trustees that consideration be given to a reclassification of the expenses of the Market Garden Field Station, making the project a part of the regular work of the Experiment Station and of the Extension Service.

Market Garden Field Station Classification of Expenses.

The meeting adjourned at 12:30 P. M.

_____Chairman

_____Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Indexed

MINUTES OF THE MEETING OF TRUSTEES' COMMITTEE ON FARM

City Club, Boston,Mass., September 16,1920

The Committee met at 4:00 P. M. with the Chairman, Mr. Bowditch, presiding.

PRESENT: Messrs. Bwoditch, Ellis, Gerrett,Gilbert, and President Butterfield. Professor Foord was also present.

The Committee considered projects for new buildings, improvements, and new equipment for the Division of Agriculture for which special appropriations are necessary. The following projects were approved and recommended to the Trustees.

New Buildings

House for farm superintendent $8,000

Poultry breeding and judging laboratory 8,000

Professor Foord made a statement relative to the status of the farm account for the current fiscal year. It was

VOTED: To refer this matter to the Committee on Finance for further consideration.

D.Whiting & Sons, Account

VOTED: To continue to sell certified milk to D. Whiting & Sons until October 15,1920 on condition that D. Whiting & Sons agree to settle their account in full by November 15,1920.

Price of Milk

It was agreed that after October 15,1920 the retail price of milk produced at the farm dairy, be 17 cents per quart to members of the college staff, and three cents above the market price to others desiring to purchass it.

TEE

It was

VOTED: To authorize Professor Foord to take such steps as are necessary to organize a certified milk commission in Amherst. Certified Milk Commission

VOTED: To authorize Mr. Ellis and Professor Foord to confer with the Supervisor of Administration relative to a satisfactory adjustment of wages to be allowed farm workers including the consideration of the salary of the Farm Superintendent.

VOTED: To leave to Mr. Ellis and Mr. Bowditch the consideration of the possibility of securing the loan to the college of hereford steers belonging to Mr. Davenport of Boston.

VOTED: To recommend to the Trustees that no charge be made by members of the staff judging at agricultural fairs in Massachusetts, and that, their expenses be paid by the Extension Service. Fairs, Judging at.

The meeting adjourned at 5:55 P.M.

_____Chairman

_____Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON LEGISLATIVE BUDGET

City Club, Boston, Mass., October 4, 1920

Committee met at 12:20 P. M., with the Chairman, Dr. Payson Smith, presiding.

PRESENT: Dr. Smith, President Butterfield, Mr. Bowditch, Mr. Ellis, and Mr. Wheeler.

Special Appropriation

The Committee considered the schedule for special appropriations for 1921, submitted to it by the Trustees. After discussion it was agreed that Dr. Smith should invite the Supervisor of Administration to confer with this committee before final action should be taken on the budget.

Salary Increases

The Committee further considered the budget for current expenses for the next fiscal year, and it was agreed that with respect to salary increases, the President should review his original recommendations and present a revised schedule based upon an average increase for the members of the professional staff of approximately 10 per cent.

It was agreed that discreet publicity should be given to the present salary situation at the Institution

The meeting adjourned at 3:00 P. M.

_____Chairman

Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Indexed

President's Office, October 8, 1920

The Committee met at 9:20 A. M., with the Chairman, Mr. Gerrett, presiding.

PRESENT: Messrs. Gerett, Ellis, Wheeler and President Butterfield. Mr. Bowditch and Mr. Gleason were also present.

The Committee considered the recommendations which had been presented to them by Miss Skinner relative to a name for the Women's Dormitory.

Women's Dormitory, Name for

After discussion, it was

VOTED: To adopt the recommendation as presented and to name the Women's Dormitory, Abigail Adams House.

The meeting adjourned at 9:40 A. M.

_____Chairman

_____Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

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MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON EXPERIMENT DEPARTMENT

Draper Hall, M.A.C., Amherst, November 19, 1920, 7:10 P. M.

PRESENT: Messrs. Frost, Pollard and President Butterfield. Director Haskell was also present.

In the absence of Mr. Preston, Mr. Frost served as Chairman.

During the afternoon preceding this meeting the committee held an informal conference with Director Haskell and certain members of the Experiment Station staff, and considered various reports and projects covered by certain of the following votes.

The Director presented reports on the following items:

1. McCallum Farm:

McCallum Farm

The Committee considered it advisable to defer final action on this report until the next meeting of the committee, and that prior to that time Director Haskell should confer further with Mr. McCallum relative to the project.

2. Quaker Oats Fellowship:

Quaker Oats Fellowship

The report indicated that apparently this matter had been dropped by the Quaker Oats Company. It was

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VOTED: To adopt the following policy relative to cooperation when industrial fellowships are offered. "That the Experiment Station hold itself ready to cooperate in the establishment of research fellowships, under such form of contract as will require independent, unbiased publication of whatever results are secured; and under a financial arrangement whereby the salary cost of the investigation, all field and traveling expenses, and any extraordinary laboratory expenses shall be met by the donor of the fellowship."

Research Fellowships

3. Experiment Station Publications for 1921.

It was

VOTED: That such station bulletins be published in 1921 as Director Haskell considers advisable.

Publications and Bulletins

4. Reorganization of Poultry Disease Elimination Work

Poultry Disease Elimination

The Director reported that apparently there is no need for further legislation at this time, but that sufficient funds should be provided to make more effective the work authorized by the present state law.

VOTED: To accept the report as presented.

5. Cranberry Variety Tests.

Cranberry Variety Tests

No action was taken inasmuch as the Director's statement represented only a partial report.

6. Project Organization.

Project Organization

The Director submitted a list of research projects as of November 1, 1920, accompanied by comments. It was

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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VOTED: To authorize the Director to review the existing projects with the purpose of reducing the list to a more workable basis.

It was agreed that a project once authorized should be permanently considered as a matter of unfinished business.

Changes in Organization

7. Changes in Organization.

On recommendation of the Director, it was

VOTED: That the present department of Horticulture in the Experiment Station be discontinued. That in place of the above department, the following departments be accepted: Pomology: Prof. Sears, head of the department. Horticultural Manufactures: Professor Chenoweth, head of the department. Vegetable Gardening: Professor H.F.Tompson, head of the department.

It is to be understood that, subject to the action of the Board of Trustees, other departments may be formed in the future as convenience and necessity warrant.

Seed Law

8. The Director reported on the proposal made by other state organizations to seek a passage by the Massachusetts Legislature of a seed law.

Experiment Station Labor Service

9. It was

VOTED: To approve the organization of an Experiment Station Labor Service, and that the details of such organization be presented to this committee in time to complete the changes on December 1, 1921.

Miss Jefferson's Report

10. It was

VOTED: To accept the report as presented by Miss Jefferson on further studies in the balance of trade in food supplies.

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11. Apple Scab investigations in the Eastern part of Massachusetts.

It was

VOTED: To approve the project for work in the eastern part of the state in fruit diseases, provided funds are available and provided the fruit growers meet local expenses of such work. Further, that the research specialist assigned to this work be located at the Lexington Field Station

Apple Scab Investigations

12. Reorganization of Investigational Work with Tobacco.

Tobacco Investigations

It was

VOTED: To approve the proposed work in tobacco investigations to be carried on at the Tillson farm.

VOTED: Not to approve of a cooperative Experiment Station with Connecticut for tobacco experiments.

13. It was

VOTED: To accept the report presented by Dr. Lindsey on new work in the department of Plant and Animal Chemistry.

Dr. Lindsey's Report

14. It was

VOTED: To authorize a special committee consisting of Director Haskell, Professor Graham, and Dr. Paige to consider the question of investigational work in Poultry Pathalogy and to report to this committee at its next meeting.

Poultry Pathology

The meeting adjourned at 9:30 P.M.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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MINUTES OF COMMITTEE ON COURSE OF STUDY AND FACULTY

Boston City Club, January 5, 1921

The Committee met at 5:40 P. M. with the Chairman, Mr. William Wheeler, presiding.

PRESENT: Messrs. Wheeler, Bacon, Dewey, Gannon, Howe, Smith, and President Butterfield. Dean Lewis was also present.

Class of 1871 Golden Diplomas

The President submitted a suggestion from the Executive Committee of the Associate Alumni of the College that golden diplomas be presented to the surviving members of the class of 1871, at the forthcoming commencement. After discussion it was

VOTED: To refer this proposal to the Executive Committee of the Associate Alumni for further information.

Honorary Degrees

The question of conferring honorary degrees at the forthcoming commencement was introduced by the President and discussed; no action was taken.

Dr. J. S. Chamberlain, Leave of Absence.

The Committee received from Dr. J. S. Chamberlain a request for a leave of absence, and it was

VOTED: To recommend to the Trustees that application be made to the Attorney General, through Commissioner Smith, for a leave of absence for Dr. J. S. Chamberlain for one year on half pay.

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VOTED: That application be made to the Supervisor of Administration for the employment of John J. Maginnis as instructor in Agricultural Economics for the current winter term at a salary of $125 per month, to take the place of Mr. D. W. Sawtelle who is absent on account of illness.

John J. Maginnis Employment

VOTED: That the salary of D. W. Sawtelle of $2750 per year become effective December 1, 1920.

D.W.Sawtelle Salary

VOTED: To recommend to the Trustees that subject to the approval of the Chairman of the Committee on Course of Study and Faculty, William C. Sanctuary be appointed Professor of Poultry Husbandry at a salary of $2820 per year, effective September 1, 1921.

Wm. C. Sanctuary Employment

The Committee discussed the problem of admitting to the College as candidates for degrees, graduates of county agricultural schools.

The Committee considered in detail the memorandum submitted by the President relative to Terms of Employment of Members of the Staff of the Institution. After discussion it was

Terms of Employment.

VOTED: To approve as amended, and recommend to the Trustees for adoption the memorandum of Terms of Employment, and that there be referred to the Attorney General for his opinion such articles of this memorandum as may be determined by Commissioner Smith, President Butterfield, and Mr. Bacon.

The meeting adjourned at 8:30 P. M.

_____ Chairman

_____ Secretary

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MINUTES OF COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, January 6, 1921

The Committee met at 11:35 A. M. and until the arrival of Mr. Gerrett, Mr. Wheeler, by vote, served as chairman.

PRESENT: Messrs. Gerrett, Bacon, Ellis, Preston, Wheeler, and President Butterfield. Dean Lewis, Mr.Kenney, Mr. Ritchie, Mr. Parsons, Dr. Lindsey, and Prof. Waugh were also present.

The President submitted a proposed plan for the management of Memorial Hall, and it was

Management of Memorial Hall

VOTED: To recommend to the Trustees the approval of the plan as submitted, for the management of Memorial Hall.

Storing Automobiles

VOTED: To refer to the Treasurer with power, the consideration of the question of storing privately owned automobiles in college buildings.

The Committee considered the plans for the proposed chemistry laboratory as prepared by Mr. Ritchie, and after discussion it was

Chemistry Laboratory

VOTED: To recommend to the Trustees that the chemistry laboratory be located in the area west of the West Experiment Station and east of Draper Hall.

VOTED: That the architect, in further cooperation with the Department of Chemistry, continue the study and development of plans for the

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chemistry laboratory on the basis of a two story building.

Mr. Ritchie submitted plans for a laboratory for the Department of Horticultural Manufactures, the estimated cost of which is $50,000. Mr. W. A. Munson, President of the Massachusetts Fruit Growers Association and Prof. Waugh presented arguments setting forth the necessity of the early construction of such a building.

Horticultural Manufactures Laboratory

Plans and estimates of cost for various buildings included in the legislative budget for 1921 were submitted and it was

Budget

VOTED: To refer the following report to the Trustees with the approval of this Committee:

Improvements at power plant	$76,000
Addition to rural engineering bldg.	30,000
Macadam road	8,000
Administration Bldg. M.G.F.S.	10,000
Chemistry Laboratory	600,000
Misc. Improvements and equipment ..	75,000
House for farm superintendent	8,000
Poultry breeding and judging laboratory	8,000
Tennis courts and gymnasium for women	13,500
Purchase of Brooks Farm	21,400
Equipment for Tillson farm	10,000

VOTED: To recommend to the Trustees the endorsement of the bill which the Massachusetts Fruit Growers contemplate introducing into the current Legislature, seeking an appropriation of $50,000 for a laboratory for the Department of Horticultural Manufactures at the Massachusetts Agricultural College.

Horticultural Manufactures Laboratory

The architect presented preliminary plans and estimates of cost for the following buildings needed in the near future:

Buildings

Library	$350,000
Armory and Gymnasium	525,000
Laboratory for Division of Horticulture	200,000
Physics laboratory	200,000
Infirmary	100,000
Frame dormitories for 300 students	250,000
Quadrangle	600,000
Central building for administration, auditorium, humanities and rural social science	875,000

The President submitted the following additional items which should be included in a comprehensive building program for the next ten years:

Additional greenhouses	$50,000
Addition to Clark Hall	50,000
Addition to heating plant	250,000
Women's group	500,000
Land purchase	75,000
Minor equipment	250,000
Minor improvements	250,000
Miscellaneous small buildings and additions	100,000

It was

Buildings, Names for

VOTED: To recommend to the Trustees the adoption of the following policy with respect to the naming of college buildings.

That a college building may be named after a person still living, provided he has reached the age of seventy, and has no active connection either with the Board of Trustees or with the salaried staff of the institution.

Fernald Hall

Greenough Hall

VOTED: To recommend to the Trustees that the entomology laboratory be named Fernald Hall in honor of Prof. Charles H. Fernald, and that the chapel building be named Greenough Hall in honor of Dr. James C. Greenough.

The meeting adjourned at 3:30 P. M.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF TRUSTEES' COMMITTEE ON FINANCE

Boston City Club, January 6, 1921.

Indexed

The committee met at 3:40 P. M. with the Chairman, Mr. Gleason, presiding.

PRESENT: Messrs. Gleason, Bowditch, Clark, Ellis, Pollard, Richardson, and President Butterfield. Dean Lewis and Treasurer Kenney were also present.

It was

VOTED: That the annual dues of President Butterfield as a member of the Boston City Club for 1921, be paid from the income of the Sessions Fund.

Boston City Club, Dues.

VOTED: To authorize the payment from the income of the Sessions Fund of extra compensation to Mr. F. M. Townsend, in the amount of $62.50.

F.M. Townsend Compensation

The Treasurer reported a recent ruling concerning hours of service to be required of certain classes of laborers, and it was

Hours of Service

VOTED: To refer this matter to the Treasurer and the Chairmen of the Trustees Committees involved.

The President submitted a protest from Prof. J. C. McNutt, against the ruling of the Supervisor of Administration that members of the staff resigning between June 1 and September 30, 1920, should not receive any salary increase for that period. It was

Salary Increases.

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VOTED: That the President inform Prof. McNutt that there appears to be no possibility, under the ruling, of making the adjustment desired.

Monthly Apportionments

VOTED: That the President be authorized to make monthly instead of annual apportionments to such departments as in his judgment require such restriction in order to prevent an overdraft in the funds available for current expenses.

Abigail Adams House, Rent

VOTED: That for the next college year the room rent at the Abigail Adams House be $3.00 per week.

Mt. Toby Wood

VOTED: That the Treasurer be authorized to seel such part of the cut wood on Mt. Toby as he deems expedient.

Treasurer's Report

The Treasurer presented his report for the year ended November 30, 1920, which by vote was accepted and referred to the Trustees for approval.

The meeting adjourned at 5:30 P. M.

_____ Chairman

_____ Secretary

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MINUTES OF TRUSTEES' COMMITTEE ON FARM

Stockbridge Hall, M.A.C., Amherst, 2:30 P. M.
January 20, 1921

PRESENT: Messrs. Bowditch, Ellis, Gerrett, Gilbert, Richardson, and President Butterfield. Prof. Foord was also present.

Cropping Plan

Professor Foord submitted the cropping plan for the farm for the season of 1921. After discussion it was

VOTED: To adopt the plan as presented.

Deficit

The available apportionment for the farm as indicated by the Supervisor of Administration was laid before the committee and a discussion ensued concerning the deficit in the farm for the past year and the possibilities for the present year. It was

VOTED: That steps must be taken to keep the expenses of the farm within the apportionment.

It was

Disposal of Stock

VOTED: To authorize Professor Salisbury in consultation with Professor Foord and the chairman of the farm committee to dispose of such stock as is of the least value to the institution in order to reduce the amount of stock necessary to feed during the present year.

It was

Certified Milk

VOTED: To authorize the chairman of the farm committee and Professor Foord to enter into an agreement with the medical Milk Commission of Amherst, when organized, concerning the production of certified milk.

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The meeting adjourned at 4:40 P. M.

_____ Chairman

_____ Clerk

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MINUTES OF TRUSTEES' COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

M.A.C., Amherst, Mass., March 23-24, 1921

At 7 P. M., March 23rd, the Committee met in French Hall. There were present about 25 members of the Staff including several Heads of Departments.

PRESENT: Messrs. Ellis, Clark, Gerrett, Wheeler, and President Butterfield.

Campus Development

Professor Waugh exhibited approximately 60 lantern slides showing the early buildings of the College and illustrated the development of the campus during the past fifty years. The views also showed present buildings and landscape treatment of the grounds.

Following the exhibition of the stereopticon views, various Heads of Departments explained the items which had been included by them in the schedule of new buildings and additional land contemplated for a ten year period. (Schedule on Pages 134 and 135)

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Building Program

The Committee met in the President's Office, March 24th, at 9 A. M., and gave further consideration to the question of a ten year building program to meet the needs of the institution. Special consideration was given to the plans for the proposed Chemistry Building, and

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it was

VOTED: That if the current legislature appropriates $125,000 for the Chemistry Building with the understanding that a further appropriation of $125,000 for this purpose will be made in 1922, the architect, in consultation with members of the Department of Chemistry, be authorized to prepare plans for a building which can be constructed for $250,000 and which can be extended to meet the future needs of the Department.

Chemistry Building

VOTED: That the plans of the Chemistry Building as submitted, embodying a basement, two stories and two wings, be considered the standard plan as representing the needs of the Department.

VOTED: That in the event of no appropriation being made by the present legislature for the Chemistry Laboratory, an item for this project be included in the legislative budget for 1922.

VOTED: To authorize the President to consult with members of the staff and any others interested in the building program of the institution relative to projects to be considered for a long term building program, and to make a further report to this Committee at a subsequent date.

Building Program

VOTED: To authorize the Treasurer to use such portion of the unexpended balance of the amount of $8,000 assigned from the special appropriation of 1920 for the installation of service lines for Memorial Hall as will be necessary for grading and walks about the building.

Memorial Hall Grading and Walks.

The Committee inspected the Women's Dormitory, the Library, and Memorial Hall, and adjourned at 3 P. M.

_____ Chairman

_____ Secretary

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MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY

City Club, Boston, Mass., March 31, 1921

PRESENT: Messrs. Bacon, Dewey, Howe, Wheeler, and Butterfield. Mr. William Chauncy Langdon was present by invitation.

President Butterfield inquired the opinion of the Committee concerning the naming of certain professorships after well-known teachers of the institution now deceased. After discussion it was

Professorships, Naming of

VOTED: That the committee favor the policy of naming professorships after either distinguished teachers of the College or donors of important gifts, and that details of methods and names be referred for consideration to the President and faculty.

A statement was made concerning the possible financial obligations of the College to Mr. William Chauncy Langdon in view of the decision not to present the pageant in June of this year.

William Chauncy Langdon

It was

VOTED: To authorize the President and Treasurer to settle in full with Mr. Langdon.

The question of presenting the pageant during 1922 as a phase of a possible celebration of the 60th anniversary of the passage of the Morrill Act was discussed and it was

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EE

VOTED: That the committee refer to the Executive Committee of the Associate Alumni of the College certain proposed plans for the pageant prepared by Mr. Langdon, and express its consent and interest in the Alumni undertaking it under their own auspices.

Pageant

The question of having an appropriate program covering Massachusetts and New England agricultural history and development to be held at the same time as the pageant, was left to the President with power.

Agricultural History and Development

The meeting adjourned.

_____ Chairman

_____ Clerk

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MINUTES OF TRUSTEES' COMMITTEE ON EXPERIMENT DEPARTMENT

Draper Hall, Amherst, April 28, 1921, 4:15 P.M.

PRESENT: Messrs. Preston, Gilbert, Pollard, Richardson, and President Butterfield. Director Haskell and Dr. Lindsey were also present.

Inspection

Prior to the business session the committee inspected the field work of the Experiment Station, visiting the Harlow Farm, Tillson Farm, Tuxsbury Orchard, and other portions of the grounds.

McCallum Farm

The Director reported that he had held a conference with Mr. McCallum on December 23, 1920, and that Mr. McCallum had expressed his regret at the fact that the Director could not recommend to the Trustees that his proposal, relative to the college using his farm for the Experiment Station, be accepted.

The Committee by vote accepted the above report.

Reorganization.

The Director made a report of progress relative to the reorganization of existing projects, conducted by the Experiment Station Staff, and this report was by vote accepted on the following basis:

Experiment Station Projects

1. Comparison of sulfate and muriate of potash

Discontinued as now organized, that part of the field having brambles, currents and gooseberries to be retained for co-operate project under the

leadership of the Department of Pomology, with the Departments of Botany, and Chemistry co-operating. The balance of the field to be used for other purposes.

2. Comparison of seven potash carriers.

To be re-organized in an attempt to measure some of the factors which increase the availability of soil potash.

3. Comparison of phosphate carriers

To be discontinued, but with records of residual effect to be taken for the next few years.

4. Comparison of effect of single plant foods and combinations.

To be reorganized on the basis of building up a soil of known history but in a badly run down state of production.

5. Experiments with barium-phosphate

To discontinue as a field experiment; to supplement this present season by a culture house experiment.

6. Orchard fertilization

To transfer to the Department of Pomology

7. Relative value of different sources of lime

To discontinue.

8. High phosphoric acid versus high potash fertilizers

To reorganize on basis of measuring residual effect.

9. Study of bacterized peat

To discontinue

10. Lime absorption and acidity of Field A

To discontinue.

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11. Studies in plant breeding and in variation in garden peas and apples.

To discontinue.

12. Comparison of one year and two year apple trees

To discontinue.

13. Relative value of southern and northern grown stock.

To discontinue.

14. Heading in of trees

To re-organize.

15. Cover crops in orchards

To re-organize.

16. Study of growth of chicks with reference to the relation between hatching time and the profit to be derived from the sale of broilers or roasters.

To be discontinued.

17. Study of the life processes of the strawberry

To discontinue

18. Testing new spray materials

To reorganize as co-operative project sponsored by the Department of Pomology, with Botany, Entomology and Chemistry co-operating.

19. Study of tobacco sickness and tobacco sick soils

To discontinue co-operative investigation and center all work on Station-owned grounds.

20. Investigation of white pine blister rust

To discontinue.

The Director reported on the status of experimental work in vegetable storage, and it was

Vegetable Storage

VOTED: To lay this report on the table, and to request the Director to make a further study of the problem.

The Director reported on the effect on Experiment Station work of the restricted budget passed by the current legislature, and also presented and explained in detail the department apportionment made for the current year.

Department Apportionment

In connection with the Director's report relative to the need of additional land for the Experiment Station, it was

VOTED: That the President and Director of the Experiment Station be authorized to consult with the tobacco and cranberry growers, and other parties interested relative to enlisting their support and encouraging their initiative in connection with plans for acquiring additional land, and for meeting other needs of the Experiment Station.

Additional Land, Need of

It was

VOTED: To endorse the project for securing additional land for cranberry and blueberry experiments at Wareham.

VOTED: To accept the invitation to meet with the Cape Cod Cranberry Growers Association at Wareham, August 23, 1921.

Cape Cod Cranberry Growers Asso.

VOTED: To recommend to the Building Committee, that in case it does not seem expedient to ask in the supplementary budget for the full amount formerly requested for improvements at the Tillson farm, an appropriation of $5,000 be requested for improvements on the tobacco barn in order to make it suitable for the housing of poultry.

COMMITTEE

Investigator in Pomology

VOTED: To approve the employment of an investigator in Pomology

The Director presented needs for additional assistants for experimental work in certain departments.

Fertilizer Law Funds

VOTED: To leave to the President, for further investigation the possibility of securing for the purpose designated by the original law, any unexpended balance of fertilizer law funds.

Pasture Experiments

VOTED: To approve the project for pasture experiments, to authorize the Director to make preliminary studies in this project, and if he considers it advisable to make use of the Tillson farm for initial work in this problem.

New Projects

VOTED: To approve the following new projects:

Apple Disease Control Investigation.
Investigation of a Carrot Blight.
The Comparison of Cultivation and Sod Mulch in a Bearing Orchard.
The Comparison of Clover Sod and Grass in Sod Mulch Orchard.
Tests of Fertilizer in a Sod Mulch Orchard.
Test of Cover Crops for Apple Orchards.
Testing methods of Pruning.
Test of pruning Methods on the Northern Spy and other varieties.
Test of New Spray Materials
Apple Variety Fruit Spur Study
Study of the Relation of Winter Injury of Brambles to Differential Fertilization with Potash Salts.
Study of Varieties of Tree Fruits.
Tests of Different Amounts of Nitrate of Soda.
Variety and Strain Test of Tomatoes.
Growth Control by means of Intercropping.
Improvement of Martha Washington Asparagus
A Study of the Availability of Soil Potash with the object of Developing a System of Diagnosis of the Soils for the State.
Pasture Feeding of Pigs
Studies of effect of vitamine on the growth of pigs.
Alfalfa Studies.
Spray Materials on Potatoes.

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It was

VOTED: To approve the project for securing an aeroplane survey of the Connecticut valley, if the necessary funds can be secured from other than college appropriations.

Aeroplane Survey of Connecticut Valley.

The meeting adjourned at 8:40 P. M.

_____Chairman

_____Secretary

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MINUTES OF TRUSTEES'COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, May 6, 1921, 12:45 P.M.

PRESENT: Messrs. Ellis, Clark, Gerrett, Wheeler, and President Butterfield. Treasurer Kenney was also present.

Semi-centennial Celebration

The Committee expressed itself in favor of the President procuring an auditorium tent for use at the forthcoming semi-centennial celebration.

It was

J. H. Ritchie Services

VOTED: To approve for presentation to the appropriate state officers, for payment by the state, a bill of $2,000, submitted by Mr. James H. Ritchie on account of services rendered in the preparation of plans for the Chemistry Laboratory.

Land Sigma Phi Epsilon, Theta Chi

The President and Treasurer stated certain facts relative to the conflicting claims of the Sigma Phi Epsilon and Theta Chi fraternities, in the lease of a parcel of land belonging to the college, and located south of the Phi Sigma Kappa fraternity house. After discussion it was

VOTED: To refer this matter to the President, the Treasurer, and Mr. Bacon, for further consideration and report.

Market Garden Field Station Building

VOTED: To authorize the Treasurer to advertise for bids for the construction of the building at the Market Garden Field Station in Lexington for which a legislative appropriation is available.

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VOTED: That in case the present legislature appropriates funds for a laboratory for Horticultural Manufactures the Treasurer be authorized in consultation with the Chairman of this committee, to advertise for bids for the construction of the same.

Horticultural Manufactures Laboratory

VOTED: That the plans as presented for grading around Memorial Hall be approved in general, and that the details be left with the President, Treasurer, Mr. Ritchie, and Prof. Waugh. The amount to be expended for grading this year not to exceed $1800.

Memorial Hall Grading

VOTED: To authorize Mr. Ritchie to proceed with the development of plans for the Chemistry Laboratory on the basis of units which may be constructed at different times, and to secure contractors' estimates for the construction of the main portion, with separate estimates for the construction of the wings.

Chemistry Laboratory

The President presented a schedule for the apportionment of the appropriation of $25,000 for improvements and equipment, and it was

Improvements and Equipment

VOTED: To approve as submitted by the President the schedule of projects to be undertaken under the appropriation of $25,000 for improvements and equipment made by the current legislature provided that no expenditure except for emergencies be made until it is ascertained whether further grants are made to the college this year.

VOTED: To recommend to the Committee on Legislation for consideration in connection with the supplementary budget for 1921 items for the following projects:

Poultry Experiment Station	$10,000
Power Plant	5,000
Miscellaneous Improvements and Equipment	20,000

The meeting adjourned at 3:15 P. M.

_____ Chairman

_____ Secretary

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TEN YEAR BUILDING PROGRAM

(Submitted to Committee on Buildings and Arrangement of Grounds, March 23-24, 1921.)

General College Buildings

Library
Boilers and other improvements at Power Plant
Freshmen Dormitories (Frame)
Dormitories for 300 upper class men
Tunnel System
Hospital
Dining Hall
Humanities and Rural Social Science Building
Auditorium
Administration Building
Store for College Supplies
Land, including Experiment Station requirements
Miscellaneous Improvements and Equipment

Division of Agriculture

Agronomy Department	Greenhouse (Head House)
Animal Husbandry Dept.	Abbatoir
" " "	Teaching Building
" " "	Sheep Barn
" " "	Beef Cattle Barn
" " "	Horse Barn
" " "	Addition to Young Stock Barn
" " "	Silo at Young Stock Barn
" " "	Piggery
Farm Department	Grain Storage House
" "	Ice House
" "	House for Superintendent
" "	Barn for Hay Storage
Poultry Husbandry Dept.	Teaching Building
" " "	Land and Buildings for teaching purposes
" " "	Squab Loft
" " "	Experimental Farm Equipment
" " "	Breed and Judging Laboratory
Rural Engineering	Addition to Shops
" "	Teaching Buildings

Division of Horticulture

Laboratory for Pomology and Horticultural Manufactures
Greenhouses for Floriculture and Vegetable Gardening
Heating Plant and Service Buildings for the Division

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Division of Science

Enlargement of Clark Hall
Chemistry Laboratory
Completion of Laboratory for Microbiology and Physics.

Women's Work

Teaching Building
New England Home
Gymnasium, etc.
Dormitory and Dining Hall

Experiment Department

Tobacco Sheds
Fruit Storage Plant
Barn for Feeding Experiments
Greenhouse for Department of Chemistry

Short Courses

Dormitories for 200 men

Physical Education and Military Science

Addition to Cavalry Stable
Gymnasium and Drill Shed.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE
Indexed

MINUTES OF COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Treasurer's Office, M.A.C., June 11, 1921,
12 o'clock noon.

PRESENT: Messrs. Preston, Wheeler, and Gerrett. Mr.Kenney was also present.

It was

Market Garden Field Station Building

VOTED: To accept the revised bid of the Blake & Pope Company for $8151.00 for the construction of the Market Garden Field Station Administration Building at Lexington.

The Treasurer was authorized to execute a contract on the basis of this bid.

_____Chairman

_____Acting Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF THE MEETING OF THE TRUSTEES' COMMITTEE ON EXPERIMENT DEPARTMENT

CRANBERRY STATION, WAREHAM, MASSACHUSETTS
August 23, 1921.

Indexed

PRESENT: Chairman Preston, Mr. Frost, Vice-Director Lindsey, and Director Haskell.

The reading of the minutes for the last meeting was dispensed with, and by agreement the business of the meeting confined to discussion of the budget for the year commencing December 1, 1921, as presented. The following actions were taken:

Personal Service - - Salary Increases

Salary Increases

Proposed increase for the Director was left to Chairman Preston for consulting with Acting President Lewis, with power to recommend.

The increase proposed for Miss L. P. Jefferson was approved subject to further conference between the President of the College and the director of the Station.

Similar action was taken in the case of H. N. Worthley, Investigator in Entomology.

Personal Service - - New Positions

New Positions

The new positions suggested were recommended to the full Board of Trustees with the exception of the following:

Investigator in Vegetable Gardening, Market Garden Field Station, carrying the item of $1800.

One of the assistant professorships in Microbiology, carrying the sum of $2820 per year.

Assistant Research Professor in Horticultural Manufactures carrying $2580 per year.

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The above changes make the total of new positions requested $19,480. The recommendation of the president that $5,000 be asked for, for 1922, to provide for installment of new positions was accepted.

Buildings, Land, Improvements and New Equipment

Departmental Equipment: - The list as submitted accepted for recommendation to the full Board of Trustees.

Office Equipment.

Office Equipment:- The projects accepted as submitted with the exception of office equipment for the Department of Farm Management.

Improvements

Land and Building Improvement: - List as submitted accepted.

Miscellaneous: - Accepted as submitted

Current Maintenance

List as submitted accepted with the exception of the sums to care for the departments of Farm Management and Horticultural Manufactures. These are omitted because of the fact that approval was not given new positions in these departments.

Control

Control Service

The appropriations requested for 1922 accepted for recommendation to the Board of Trustees, together with the salary increases suggested under control service.

Additional Land

Additional Land

The items for the Cranberry Station accepted with the suggestion that the total be included in one project at a sum not exceeding $1,000. The project for the purchase of the Brooks' Farm was accepted for recommendation.

_____ Chairman

_____ Acting Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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MINUTES OF TRUSTEES'COMMITTEE ON COURSE OF STUDY AND FACULTY

Indexed

Boston City Club, September 15, 1921

The meeting convened at 10:10 A. M. with the chairman, Mr. Wheeler, presiding.

PRESENT: Messrs. Wheeler, Dewey, Gannon, Howe, and Acting President Lewis.

On motion of Mr.Howe it was

VOTED: To recommend to the Trustees that Dr. J. S. Chamberlain, who has been in the service of the institution since 1908, be granted a leave of absence for purposes of professional improvement, for a period of one year on half salary, the exact date to be subsequently determined.

Dr.J.S. Chamberlain Leave of Absence.

It was

VOTED: To recommend to the Trustees that Prof. John Phelan who has been in the service of the institution since 1915, be granted a leave of absence for purposes of professional improvement, for a period of six months from January 1, 1922 on full salary.

Prof. John Phelan, Leave of Absence

Director Phelan appeared before the committee and presented the budget proposed for the support of Short Courses for 1922.

Budget Short Course

On motion of Mr. Howe, it was

VOTED: To recommend to the Trustees the budget, as amended, for Short Course maintenance for 1922.

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The Acting President submitted a schedule of proposed salary increases for members of the staff of instruction which, with certain amendments, was by vote approved and recommended to the Trustees.

It was

VOTED: To authorize the filling of existing vacancies in the staff of instruction, at such time as the President may consider expedient.

On motion of Dr. Dewey it was

VOTED: To recommend to the Trustees that new positions totalling $5,000 on instruction account be included in the budget for 1922, the details to be referred to the committee on Course of Study and Faculty, with power.

The meeting adjourned at 12:40 P. M.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Indexed

MINUTES OF TRUSTEES' COMMITTEE ON EXTENSION SERVICE

Boston City Club, September 15, 1921.

The committee convened at 12:50 P. M. with the chairman, Mr. Howe, presiding.

PRESENT: Messrs. Howe, Bowditch, Ellis, Dewey, Gannon, Frost, and Acting President Lewis. Director Willard was also present.

Director Willard presented the budget proposed for Extension Service expenditures for 1922. It was

VOTED: To recommend to the Trustees that R. A. Van Meter be promoted to the grade of Extension Professor of Pomology. R.A.VanMeter Promotion

It was

VOTED: To recommend to the Trustees the schedule of salary increases, as amended, for members of the Extension Service staff. Salary Increases

It was

VOTED: That an item of $3,000 for an Extension Professor of Community Organization be included in the budget for 1922, but that the vacancy be not filled until the return of President Butterfield. Extension Prof. Community Organization

VOTED: That no item for an Extension Professor of Dairying be included in the budget for 1922. Extension Prof. of Dairying

The Committee approved and recommended to the Trustees new positions in the Extension Service, the annual salaries of which amount to $9,540. It was New Positions

VOTED: To approve and recommend to the Trustees the schedule, as amended, for Extension Service maintenance for 1922. Maintenance

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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Director Willard, Salary of

VOTED: To recommend to the Trustees that the salary of Director Willard be increased to $5,000 per year.

The meeting adjourned at 2:20 P. M.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

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MINUTES ON TRUSTEES' COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, September 15, 1921.

The committee convened at 3:30 P. M. with the chairman, Mr. Ellis, presiding.

PRESENT: Messrs. Ellis, Gerrett, Preston, Wheeler, and Acting President Lewis. Treasurer Kenney and Mr. Ritchie were also present.

The Committee considered projects for new buildings and land which would be included in the legislative budget for 1922 and it was

VOTED: To recommend to the Trustees that the following special appropriations be requested in 1922.

Special Appropriations

Chemistry laboratory and equipment	$350,000
Improvements at Power Plant	80,000
Macadam Road	8,000
Improvements and new equipment	75,000
Equipment for Tillson Farm	5,000

Horticultural Manufactures Laboratory

VOTED: To refer to the Trustees without recommendation, the project for a Laboratory for Horticultural Manufactures.

Breed and Judging Lab.

VOTED: To refer to the Farm Committee the project for a breed and judging laboratory.

The meeting adjourned at 4:45 P. M.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Indexed

MINUTES OF TRUSTEES' COMMITTEE ON FARM

Boston City Club, September 15, 1921

The committee convened at 4:45 P. M. with the chairman, Mr. Bowditch, presiding.

PRESENT: Messrs. Bowditch, Ellis, Gerrett, and Acting President Lewis.

Improvements and new Equipment

Heads of departments in the Division of Agriculture were present and explained the need for the various projects which they had submitted for improvements and new equipment.

It was

Poultry Breed and Judging Laboratory

VOTED: Not to recommend to the Trustees the approval of an item of $10,000 for a poultry breed and judging laboratory.

The meeting adjourned at 6:20 P. M.

_____Chairman

_____Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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COMMITTEE

MINUTES OF TRUSTEES' COMMITTEE ON FINANCE

Boston City Club, September 15, 1921

The committee convened at 6:50 P. M. with the chairman, Mr. Gleason, presiding.

PRESENT: Messrs. Gleason, Bowditch, Ellis, Pollard, and Acting President Lewis. Treasurer Kenney was also present.

On behalf of the Executive Committee of the Associate Alumni, Mr. Kenney presented a proposed deed of transfer to the College of Memorial Hall, and it was

Memorial Hall Deed

VOTED: To approve and recommend to the Trustees for acceptance, the deed of gift, as presented, of Memorial Hall.

The Treasurer made the following report of expenditures incurred on account of the Semi-Centennial celebration, which was by vote accepted:

Semi-Centennial Celebration Expenses

Expenses Incurred in Connection with the Commencement and Semi-Centennial held June 10-14, 1921

Expenses.

Band	$231.00	
Tent and Chairs	1022.23	
Luncheon to Governor	175.00	
Alumni Dinner	800.00	
Programs and Invitations, printed	527.62	
Decorations	551.27	
Receptions and Committee Meetings	213.65	
Miscellaneous	87.44	
		$3,608.21

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These expenses were paid from the following funds:

Endowment Fund	$108.45
Sessions Fund (Income)	231.00
Endowment Labor Fund (Income)	1022.23
Burnham Emergency Fund (Income).....	27.87
State Funds - Executive Order	2218.66
	$3,608.21

Coal Deficit

The Treasurer reported on the deficit in the current appropriation for the purchase of coal, and the committee advised that the situation be reported to the appropriate State officials.

On motion of Mr. Bowditch it was

Equipment, Purchase of

VOTED: To instruct the Treasurer to consult with the State Auditor relative to the propriety of expending certain current funds for the purchase of equipment.

The Committee considered the budget for current expenses for 1922. After careful deliberation it was

Budget

VOTED: To refer the budget to the Trustees with the opinion that it is now too large and to recommend that the chairmen of the committees in consultation with the Acting President consider the budget in detail and reduce it to the lowest possible figure.

Special Appropriations

VOTED: To recommend to the Trustees the following projects for special appropriations for 1922.

Chemistry Laboratory	$350,000
Rural Engineering Building	10,000
Macadam Road	8,000
Improvements at Power Plant	80,000
Equipment of Tillson Farm	5,000
Improvements and new equipment	75,000

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The meeting adjourned at 8:50 P. M.

_____Chairman

_____Secretary

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MINUTES OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY

Boston City Club, January 5, 1922

The committee met at 10:40 A. M. with the chairman, Mr. Wheeler, presiding.

PRESENT: Messrs. Wheeler, Dewey, Gannon, and Acting President Lewis.

It was

W.P.B.Lockwood Leave of Absence

VOTED: To recommend to the Trustees that the leave of absence of Prof. W. P. B. Lockwood be extended from January 1 to March 31, 1922, and that during this period he continue to receive one-third salary from the College.

Dr.James B. Paige. Salary

VOTED: To recommend to the Trustees that Dr. James B. Paige, now absent on account of illness, be continued on full pay until April 30, 1922.

Dr.A.E.Cance Leave of Absence U.S.Bureau of Markets

VOTED: To recommend to the Trustees that Dr. Alexander E. Cance be granted a leave of absence from February 1 to March 31, 1922, in order to undertake certain work with the United States Bureau of Markets; that during this period, in lieu of his present salary, he be paid $100 per month for service rendered at Amherst in directing the work of his department.

Dr.A.E.Cance Leave of Absence

VOTED: That the request of Dr. Alexander E. Cance for a leave of absence with pay for one year from April 1, 1922, be not granted.

Terms of Employment

The Acting President presented to the Committee certain complications which are arising under the application of the terms of employment to members of the staff

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as they affect leaves of absence for professional improvement.

After discussion it was

VOTED: To recommend to the Trustees that, in view of the uncertainty of the final authority of the Trustees in such matters, and of the fact that the State House authorities have declined to give positive approval of applications for leaves of absence for purposes of professional improvement, and pending the publication of the report of the Commission on State Administration and Expenditures and possible action resulting therefrom affecting the organization of the college; the Acting President be respectfully requested to suspend the operation of the Terms of Employment formerly adopted by this Board, and to postpone further consideration of requests for sabbatical leaves.

Terms of Employment Professional Improvement

The meeting adjourned at 12:10 P. M.

_____ Chairman

_____ Secretary

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MINUTES OF TRUSTEES' COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, January 5, 1922.

The committee net at 1:10 P. M., with the chairman, Mr. Ellis, presiding.

PRESENT: Messrs. Ellis, Clark, Gerrett, Preston, Wheeler, and Acting President Lewis. Treasurer Kenney was also present.

Memorial Hall Insurance

The Treasurer presented a draft of a legislative bill seeking to secure authority for the Trustees to insure Memorial Hall against loss by fire.

It was

Garages

VOTED: That, provided funds are available, a garage for four machines be constructed near the present farm buildings, and a garage for two machines be constructed near the horticultural buildings.

It was

Stockbridge House, Repairs

VOTED: To authorize the Treasurer to make necessary repairs on the so-called Stockbridge House, the estimated cost of which is $540.

Telephone Service

The Treasurer submitted a project for centralizing the telephone service on the west side of the campus in the Stockbridge Hall exchange. After discussion, it was

VOTED: To defer action on this project pending further study.

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VOTED: To authorize the installation of three street lights on Lincoln Avenue at the south entrance to the campus.

Street Lights Installation

VOTED: To authorize the construction of a cinder walk at the south entrance to the Adams House, at a cost of $125.

Adams House, Cinder Walk

VOTED: To continue for the current fiscal year the employment of James H. Ritchie as consulting architect at $650.

James H. Ritchie, Employment of

The meeting adjourned at 2:00 P. M.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Indexed

MINUTES OF TRUSTEES' COMMITTEE ON FARM

Boston City Club, January 5, 1922

The committee met at 3:10 P.M., with the chairman, Mr. Bowditch, presiding.

PRESENT: Messrs. Bowditch, Gerrett, Gilbert, Ellis, Richardson, and Acting President Lewis. Professor Foord was also present.

It was

College Herd

VOTED: That the necessary steps be taken to secure recognition of the college herd as an "accredited herd".

It was

Timber

VOTED: That the timber on the farm wood lot be cut and sawed on the ground, the details to be left to the Chairman of this committee and Professor Foord with power.

Milk Petition

The Acting President submitted a petition from the milk dealers of Amherst requesting that the college no longer sell milk to the members of the faculty at a price lower than the retail price in Amherst. After discussion, it was

Milk, Price of

VOTED: That no change be made in the present policy of selling milk to the faculty; further, that if modification in the price of milk seems desirable the details be left to Mr. Gerrett and Professor Foord.

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It was agreed that projects for new buildings in connection with the farm be considered as farm projects rather than as animal husbandry projects.

Projects

Professor Foord presented the cropping and fertilizer plans for the farm for 1922. These were approved as submitted.

Cropping and Fertilizer Plans

The meeting adjourned at 5:10 P. M.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Indexed

MINUTES OF TRUSTEES' COMMITTEE ON FINANCE

Boston City Club, January 5, 1922.

The committee met at 5:30 P.M., with the chairman, Mr. Gleason, presiding.

PRESENT: Messrs. Gleason, Bowditch, Clark, Ellis, Pollard, Richardson, and Acting President Lewis. Treasurer Kenney was also present.

It was

Boston City Club, dues

VOTED: That the annual dues of President Butterfield as a member of the Boston City Club be paid from the income of the Sessions Fund.

It was

Frank Gerrett Payment

VOTED: To approve the payment to Mr. Frank Gerrett of $100 annually for 1920, 1921, and 1922 for services as assistant auditor.

The Treasurer presented his annual report for the fiscal year ended November 30, 1921. After a detailed examination of this report, it was

VOTED: To accept the report as presented, and to recommend its approval by the Trustees.

The meeting adjourned at 8:00 P. M.

_____Chairman

_____Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF TRUSTEES' COMMITTEE ON LEGISLATION

Boston City Club, January 25, 1922, at 5:30 P. M.

PRESENT: Messrs. Gleason, Ellis, Richardson, Wheeler, and Acting President Lewis. Mr. Frost was also present.

The Acting President reported on the recommendations for current maintenance and for special appropriations for 1922, now in the Governor's budget and under consideration by the Ways and Means Committee. He pointed out that in certain classifications, insufficient funds have been recommended to meet existing obligations. It was agreed that the Acting President should urge before the Ways and Means Committee the following additions to the budget:

Addition to Budget

$800 to Administration; Personal Services,

$8,200 to Instruction; Personal Services,

$1,000 to Extension Service; Travel and Office Expenses,

$2,000 to Short Courses; Personal Services.

Horticultural Manufactures Building

It was agreed that it would not be expedient to urge an appropriation for the Horticultural Manufacturing laboratory. It was further agreed to accept without protest the recommendations contained in the budget for special appropriations.

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The meeting adjourned at 6:45 P. M.

_____ Chairman

_____ Secretary

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Indexed

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Draper Hall, M.A.C., Amherst, Mass., March 25, 1922.

The committee convened at 12:45 P. M. with the chairman, Mr. George H. Ellis, presiding.

PRESENT: Messrs. Ellis, Clark, Wheeler, and President Butterfield. There were also present Trustees Gleason and Howe, Treasurer Kenney, Dean Lewis, Director Haskell, Dr. Lindsey, and Dr. Chamberlain.

Director Haskell presented revised plans for the poultry houses which it is proposed to erect on the Tillson Farm, and it was

Tillson Farm Improvements

VOTED: To endorse the revised plans as presented for the poultry houses on the Tillson Farm.

VOTED: To authorize the Treasurer to secure bids, if necessary, for the poultry houses on the Tillson Farm, and to make arrangements for their construction.

Director Haskell reported on the possibility of securing the Brooks Farm under the appropriation made by the Legislature of 1922.

Brooks' Farm

Dr. Lindsey and Dr. Chamberlain reported on the progress that had been made in completing the plans for the chemistry laboratory. It was

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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Chemistry Laboratory Location

VOTED: That the exact location of the chemistry laboratory be left to a committee consisting of President Butterfield, Treasurer Kenney, Director Haskell, and Professor Waugh.

Highway Commission

The President reported on possible cooperation between the State Highway Commission, the Town of Amherst, and the College, in securing suitable roads on the college grounds and for the approaches to the College.

It was

Chemistry Laboratory Name

VOTED: To recommend to the Trustees that the chemistry building be named "Goessmann Laboratory".

It was

Goessmann Memorial Window

VOTED: That the architect, in consultation with the Department of Chemistry, provide for placing the Goessmann memorial window in an appropriate place in the chemistry laboratory.

Mr. Kenney presented plans and schedules of cost for the proposed improvements at the power plant, and it was

Power Plant Improvements

VOTED: To authorize the Treasurer to proceed with the improvements at the power plant in accordance with the schedule presented, subject to the approval of the Supervisor of Administration.

This being an informal meeting, the votes taken will be submitted for ratification at the next meeting of the committee.

The meeting adjourned at 2:00 P. M.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY

Boston City Club, May 4, 1922

The meeting convened at 12:45 P.M. with the Chairman, Mr. Wheeler, presiding.

PRESENT: Messrs. Wheeler, Dewey, Gilbert, and President Butterfield.

The President explained that Professor Lockwood's service to the institution as designated by the vote of the Trustees of March 7, 1922, involved Professor Lockwood's resignation as head of the Department of Dairying; the President recommended that Professor H. F. Judkins, who has been acting head of the department since January, 1921, be made permanent head of the department at a salary of $3,300 per year. After discussion it was

Head of Dept. of Dairying. H.F. Judkins recommended

VOTED: To refer this matter without recommendation to the Trustees at their June meeting and that prior to that time the President ascertain the opinion of members of the Farm Committee relative to the desirability of this appointment.

Mr. Wheeler reported in detail on the steps which he had taken on behalf of the committee in securing information which would guide the committee in determining the status of Dr. James B. Paige subsequent to May 1, 1922. This matter was discussed at length and it was

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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Dr. J.B.Paige
Salary

VOTED: To authorize the payment of salary to Dr. James B. Paige on the present basis until June 30, 1922, and as much longer, but not to extend beyond August 31, 1922, as further study of the situation may justify.

The meeting adjourned at 2:50 P. M.

_____Chairman

_____Secretary.

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MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON FARM

Indexed

Draper Hall, Amherst, May 31, 1922

The Committee convened at 7:00 P.M. with the chairman, Mr. Bowditch, presiding.

PRESENT: Messrs. Bowditch, Ellis, Gerrett, Gilbert, Richardson, and President Butterfield. Prof. Foord was also present.

Professor Foord presented a memorandum relative to cooperative arrangements between the Experiment Station and heads of departments in the Division of Agriculture, for a more extended use of the farm for experimental work and tests. It was

Experimental Work by Farm

VOTED: To approve the general plan as presented, and to refer the details to Director Haskell and Prof. Foord.

VOTED: To authorize the construction of the bull pens on the basis of the plans presented by Prof. Foord.

Construction of Bull Pens

Professor Salisbury outlined a plan of cooperation between the agricultural colleges of New Hampshire, Connecticut, and Massachusetts relative to maintaining high grade dairy stock at these institutions through the selection and exchange of sires. This plan was approved on the basis of the accompanying memorandum of understanding.

Triangular Bull Asso.

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F.C.Perry Settlement

VOTED: To leave to Mr. Kenney, with power, the settlement of compensation for F. C. Perry, who was recently injured at the College barns.

It was

R.S.Beers, Sale of Calf at half price

VOTED: That an Ayrshire calf be sold to R. S. Beers at half price to replace one recently sold, and which died six weeks after purchase.

F.W.Burnham, Offer of cattle

The offer of Mr. F. W. Burnham to give the College five Angus cattle was presented; it was the opinion of the Committee that the finances of the College will not at this time permit the maintenance of a second beef breed in its herd.

It was

Milk Sale to H.G. Strong Price to faculty.

VOTED: To authorize the continuation of the delivery of certified milk by Mr. H. G. Strong, on the basis of his paying 8 cents per quart to the College, and charging 4 cents per quart for delivery to the faculty.

Professor Foord discussed the overdraft in the current apportionment to the farm.

It was

Brooks Farm, Purchase of

VOTED: That the Treasurer be authorized to proceed, on behalf of the Trustees, to complete the purchase of the Brooks' Farm.

The meeting adjourned at 9:15 P.M.

_____ Chairman

_____ Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MEMORANDUM OF UNDERSTANDING

AGRICULTURAL COLLEGES OF NEW HAMPSHIRE, CONNECTICUT AND MASSACHUSETTS

Memorandum of Understanding

February 8, 1922, G. C. White, Dairy Husbandry Department, Connecticut Agricultural College, S. M. Salisbury, Animal Husbandry Department, Massachusetts Agricultural College, and J. M. Fuller, Dairy Husbandry Department, New Hampshire College, met at Worcester to discuss possibilities of the three institutions entering into some agreement relative to the cooperative exchange of dairy bulls. It was decided that it would be practical to have a triangular bull association that would function in a manner similar to cooperative bull associations now in existence in various parts of the country. It was thought that the following memorandum of understanding would constitute a working basis. Details such as exchange dates of bulls are to be left to discretion of the men having charge of dairy herds in the three colleges involved.

Triangular Bull Asso.

1. When a bull is to be secured by one college, pedigrees of animals deemed desirable shall be submitted to the men at the other colleges for approval.

2. Whenever possible, the three men concerned shall inspect the bulls to be purchased.

3. The expense of transporting bulls from one college to another shall be pro-rated between the institutions.

4. Any bull deemed unsatisfactory by two of the three men concerned shall be eliminated.

5. The dairy herds of each college shall be inspected annually by the three men in charge in order that the value of the system of breeding outlined may be determined.

6. Each man in charge of a department shall assume responsibility for laying before his successor the plan of the cooperative triangular bull association to the end that the work may be carried on without being interrupted.

7. The triangular association shall be carried on only as long as mutually agreeable to the Trustees of the three colleges concerned, and it is understood that any college may drop out without prejudice at any time after giving notice of sixty days of its intention to do so.

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MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON EXPERIMENT DEPARTMENT

Joint Meeting with the Committee on Farm

Draper Hall, Amherst, Mass., June 1, 1922

The Committee convened at 12:30 P. M. In the absence of Mr. Preston, Mr. Richardson was chosen Acting Chairman.

PRESENT: Messrs. Richardson, Ellis, Frost, Gilbert, and President Butterfield. Director Haskell and Prof. Foord were also present.

The Committee discussed the possibility of securing, for use by the college farm and by the Experiment Station, that area of the farm and of the Brooks' Farm now occupied by the State Department of Conservation for a forest nursery. It was

Forest Nursery Land for use of College

VOTED: To leave to the President, with power, the adjustment of the issue raised by this discussion.

Director Haskell presented a memorandum relative to cooperative arrangements between the Experiment Station and heads of departments in the Division of Agriculture for a more extended use of the farm for experimental work and tests. It was

Experimental Work by Farm

VOTED: To approve the memorandum as presented.

VOTED: That the Treasurer be authorized to proceed, on behalf of the Trustees, to complete the purchase of the Brooks' Farm.

Brooks' Farm Purchase of

VOTED: To recommend to the Trustees that the Brooks' Farm be known as the William P. Brooks Experimental Farm.

Wm.P.Brooks Exp.Farm. Naming of.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Membership on Experiment Sta. Staff

VOTED: To approve membership on the Experiment Station Staff of the following heads of departments in the Division of Agriculture

A. B. Beaumont, Agronomy,
J. A. Foord, Farm Management,
H. F. Judkins, Dairying,
S. M. Salisbury, Animal Husbandry
C. I. Gunness, Rural Engineering.

Warren Estate Proposed Gift

The Committee considered the proposed gift to the College of a tract of approximately 54 acres of land located in Waltham, this land having been offered to the College by the Trustees of the Cornelia Warren Estate. It was

VOTED: To recommend to the Trustees the acceptance of the land in accordance with the proposal.

In order to examine the Market Garden Field Station and the land on the Cornelia Warren Estate at Waltham, for the purpose of determining the best use to be made of both tracts, it was

Meeting of Exp.Dept.and Farm at Lexington.

VOTED: That there be a joint meeting of the Committees on Experiment Department and Farm at the Market Garden Field Station at Lexington, June 15th.

Unfinished Business

Director Haskell reported on the following items of unfinished business, which report was accepted:

Experimental Work in Vegetable Storing.

Amendments to Poultry Disease and Feed Control Laws.

Aeroplane Survey.

The Director reported that the following projects had been completed or discontinued since April 28, 1921. This report was by vote accepted.

Projects Completed or Discontinued

Market Garden Field Station-2. Insect Control on Market Garden Crops.

Market Garden Field Station-3. Plant Disease Control on Market Garden Crops.

Pasture Feeding of Swine.

Veterinary Science-3. Study and Control of Poultry Diseases in College and Station Flocks.

Veterinary Science-4. Study and Control of Bovine Abortion and Complications in College Herd.

Investigation on Antirrhinum Rust.

Cooperative Experiments on Protein Requirements for Growth.

Experimental Spraying of Celery for Late Blight Control.

Agricultural Economics-5. Farm Ownership.

New Projects Approved

The following new projects presented by the Director were, by vote, approved:

Testing Immature Potatoes as Seed.

Botany-12. Test of Fungicides on Potatoes.

Botany-14. Control of Tobacco Wildfire.

Botany-15. Study of Plant Stimulation by Formaldehyde.

Botany-16. Relation of Soil Character to Occurrence of Onion Smut.

Botany-17. Potato Spraying-Dusting.

Entomology-12. Determination of Best Strength of Lime-sulfur, etc.

Entomology-13. Study of Possible Injurious Effects of Scalecide on Trees.

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Entomology-14. Does Spraying Orchards Kill Bees?

Entomology-15. Determination of Efficiency of Nicotine Sulfate Dusts.

Entomology-16. Investigation of Materials which promise Value in Insect Control.

Chemistry-16. Vitamines as Aids in the Production of Growth in Pigs.

Chemistry-17. Attempting to Secure a Substitute for Milk in the Growing of Young Calves.

Chemistry-18. Determining the Mineral Constituents of Forage Crops.

Chemistry-19. The Value of Inorganic Calcium Phosphate in the Promotion of Growth and Milk Production.

Chemistry-20. A study of the Fundamental Factors affecting the Suspension, Adhesiveness, Toxicity, and General Efficiency of Copper Fungicides.

Pomology-17. A study of the Cultivation of the High Bush Cranberry (Viburnum Opulus)

Pomology-18. Comparison of Cultivation and Heavy Mulching for Apples and Pears.

Pomology-19. A study of Effects of Fertilizer Limitation on Fruit Plants.

Pomology-20. Test of Fertilizers for Pears.

Animal Husbandry-1. Pasture Feeding Experiment with Pigs.

It was

Disposition of Existing Exp. Plots

VOTED: That Director Haskell be requested to present a report concerning the disposition to be made of existing experimental plots.

East Wareham, Purchase of Land for Cranberry Station

VOTED: To recommend to the Trustees the purchase of additional land at East Wareham for the Cranberry Station.

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On recommendation of the Director, it was

VOTED: To accept the offer of the Cranberry Growers' Association to finance temporarily, an assistant to Dr. Franklin, and that the project for the assistant to Dr. Franklin, to be paid from State Funds, be incorporated in the budget for the fiscal year beginning December 1, 1922. — Asst. to Dr. Franklin

VOTED: To approve the cooperative project on pump tests for the Cranberry Field Station. — Pump Tests, Cranberry Sta.

VOTED: To recommend to the Trustees that the Experiment Station adopt the policy of imposing charges for the performance of such of its activities as are primarily commercial in their nature or which rank as service to the individual rather than for the public good. — Charge for Services of Commercial Nature.

The meeting adjourned at 3:30 P. M.

_____ Acting Chairman

Ralph J. Watts Secretary

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MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON EXPERIMENT DEPARTMENT

Joint Meeting with the Committees on

Farm and Horticulture

North Lexington and Waltham, June 15, 1922

PRESENT: Messrs. Ellis (elected acting chairman), Bowditch, Clark, Frost, Gilbert, Howe, Richardson, and President Butterfield, also Director Haskell, Messrs. Waugh, Tompson, and Redman.

Market Garden Field Station Inspection

Warren Estate Inspection

The Committees inspected the Market Garden Field Station at North Lexington and also the land offered to the College from the Cornelia Warren estate at Waltham. It was the unanimous opinion that the gift should be accepted and it was

VOTED: That a committee consisting of Messrs. Ellis, Frost, Preston, Gilbert, and President Butterfield be appointed to consult with the State authorities relative to the authority and procedure of the Trustees in accepting this property and to report at the Trustee meeting June 27th.

It was

N.Lexington, Property, Market Value

VOTED: That Mr. Frost investigate and ascertain the probable market value of the North Lexington property and report to the Trustees June 27th.

Sale of Produce

The Committee discussed the question of the sale of produce at the College, and it was

VOTED: To ask Mr. Frost and Professor Waugh to formulate definitions covering terms of such sales with special reference defining

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"employees", "wholesale", and "retail".

_____ Acting Chairman

_____ Acting Secretary

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MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

President's Office, Amherst, Mass., June 26, 1922

The Committee convened at 2:00 P. M. with the chairman, Mr. George H. Ellis, presiding.

PRESENT: Messrs. Ellis, Wheeler, Gerrett, and President Butterfield. Mr. Kenney was also present.

In the presence of Mr. James H. Ritchie, Architect for the chemistry laboratory, and representatives of various contracting firms, there were opened bids which had been received up to 2:00 P. M. for the construction of the chemistry laboratory, as well as separate bids for plumbing, electrical work, heating and ventilating. The bids received for general construction were as follows:

Chemistry Lab. Bids

E. A. Abbott Company, Boston,	$269,861
George S. Allen, Amherst,	209,500
Beacon Construction Co., Boston,	266,672
H. P. Cummings, Ware,	248,487
C. S. Cunningham & Sons, Boston	223,700
C. H. Cunningham & Son, Lynn,	229,744
C. A. Dodge Company, Cambridge,	279,997

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T. J. Pardy Co., Bridgeport, Ct.	$255,760
J. J. Prindiville Co., Framingham,	220,000
P. H. Provencal Co., Ware,	273,493
Tredennick Company, Boston,	243,657

Chemistry Lab. Bids

The bids received for plumbing were as follows:

Cox & Johnson, Boston,	$ 30,591
J. B. Farnsworth, Boston,	31,987
Henry J. Lyons Co., Boston,	24,961
Thompson & Spear Co., Boston,	26,968
Wyckoff & Lloyd Co., Springfield,	31,276

The bids received for heating and ventilating were as follows:

Walworth-English-Flett,	Boston,	$27,943
Huey Bros. Co., Inc.,	Boston,	28,672
J. B. Farnsworth,	Boston,	31,436
J. J. Hurley & Co.,	Boston,	29,583
Lynch & Woodward,	Boston,	29,484
Cleghorn Co.,	Boston,	30,081
Thompson & Spear Co.,	Boston,	30,777
Holyoke Valve & Hydrant Co.,	Holyoke	39,000
Holyoke Supply Co.,	Holyoke,	37,000
Wyckoff & Lloyd Co.,	Springfield,	38,032
Power,Heating & Ventilating Co.,	Boston	32,250

The bids received for electrical work were as follows:

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James Wilkinson & Co., Boston,	$8,624.00
Coghlin Electric Co., Worcester,	8,491.25
A. A. Shea, Inc. Springfield,	9,730.00

The total of the lowest bids received and of estimates submitted by the Treasurer amounted to $342,15317 In view of the fact that the bids exceed the appropriation by such a substantial amount, the Committee

VOTED: That the matter of construction of the chemistry laboratory be referred to the Trustees with such advice as Mr. Ritchie may be able to give relative to reducing the prospective cost of the building.

The minutes of the informal meeting of this Committee held March 25, 1922, were read and it was

Goessmann Chem. Lab. Naming of

VOTED: To confirm the action of the Committee of March 25, 1922, as indicated by the minutes, except to recommend to the Trustees that the name of the chemistry laboratory be the Goessmann Chemistry Laboratory.

The Treasurer presented a request from Mr. Ritchie for additional compensation on account of the work done in the preparation of preliminary plans for the chemistry laboratory. It was

Mr. Ritchie Addition Compensation

VOTED: To refer to the Trustees without recommendation Mr. Ritchie's request for additional fee of $1,000 on account of preparation of plans for the chemistry laboratory.

It was

Turbine at Power Plant

VOTED: To seek authorization from the Supervisor of Administration for substitution of $5,000 for the replacement of a 100 K.W. turbine at the Power Plant, for an item of $3,600 for a steam tunnel.

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It was

VOTED: To confirm the action of the Treasurer in employing French & Hubbard as engineers for the chemistry laboratory.

French & Hubbard, Engineers

The Treasurer presented a proposal from the Amherst Water Company covering the installation of water at the Tillson Farm, and it was

Amherst Water Co. Proposal.

Tillson Farm

VOTED: To leave this matter with power to Mr. Wheeler and the Treasurer.

It was

VOTED: That the employment of a clerk of works for the construction of the Chemistry laboratory be referred to the Treasurer.

Chem. Lab. Clerk of Works

The meeting adjourned at 4:30 P. M.

_____ Chairman

Ralph J. Watts, Secretary

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MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY

President's Office, Amherst, Mass., June 26, 1922

The Committee convened at 4:30 P. M. with the chairman, Mr. William Wheeler, presiding.

PRESENT: Messrs. Wheeler, Dewey, Howe, and President Butterfield.

The President presented a schedule of salary increases to become effective June 1, 1922, and it was

Salary Increases

VOTED: To recommend to the Trustees the schedule of salary increases as presented by the President.

New Positions

VOTED: To recommend to the Trustees the establishment of the following new positions, effective September 16, 1922:

a. Stenographer, Division of Agriculture, $840.
b. Stenographer, Division of Horticulture, $840.

Joint Professorship

VOTED: To recommend the establishment of a joint professorship in Agricultural Education, provided a satisfactory financial adjustment between the College and the State Department of Education can be made.

L.H.Parker Services of

VOTED: To recommend to the Trustees that Mr. L. H. Parker be continued in the service of the Institution on the present basis with respect to title for the college year 1922-1923, at a salary not to exceed $3,500.

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Dean E.M.Lewis Leave of Absence

VOTED: To recommend to the Trustees that Dean E. M. Lewis be granted a leave of absence with pay for six months from October 1, 1922.

The meeting adjourned at 5:15 P. M.

_____ Chairman

Ralph J. Watts Secretary

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MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, July 12, 1922

The meeting convened at 12:30 P. M. with the chairman, Mr. George H. Ellis, presiding.

PRESENT: Trustees Ellis, Bacon, Clark, Gerrett, Preston, Wheeler, and Butterfield, also Treasurer Kenney, Professor Lindsey and Architect Ritchie.

Chemistry Lab. Bids

The Treasurer submitted revised bids on the Goessmann Chemistry Laboratory prepared by the three lowest bidders on the original specifications, as follows:

General Contract

George S. Allen	$198,880.00
J. J. Prindiville Co.	211,154.00
C. S. Cunningham & Sons	205,837.00

Plumbing Contract

Cox & Johnson	27,741.00
Henry J. Lyons Co.	22,757.00
Thompson & Spear Co.	20,548.00

Electrical Work Contract

Coghlin Electric Co.	7,442.48
A. A. Shea, Inc.	8,197.00
James Wilkinson & Co.	6,874.00

Heating and Ventilating

Lynch & Woodward	25,641.35
Walworth-English-Flett	25,572.00
Huey Bros. Co., Inc.	25,645.00

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It was

VOTED: To authorize the Treasurer to execute contracts for erecting the chemistry building as follows:

General Contract,	George S. Allen,	$198,880.	Chem. Lab. Contracts
Plumbing Contract,	Thompson & Spear Co.	20,548.	
Electrical Work Contract,	James Wilkinson & Co.	6,874.	
Heating and Ventilating,	Walworth-English-Flett	25,572.	

Mr. Ritchie Additional Compensation

Architect Ritchie made a brief statement concerning extra work done on the chemistry building as explanation of his request that he be allowed $1,000 extra compensation.

Chairman

Acting Secretary

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MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

President's Office, Amherst, Mass., August 19, 1922

The Committee convened at 9:30 A. M. with the chairman, Mr. George H. Ellis, presiding.

PRESENT: Trustees Ellis, Clark, Wheeler, and Butterfield. Treasurer Kenney was also present.

The Committee met to consider the projects which had been submitted for special appropriations for 1923, and also for replacements.

After consultation with various members of the staff, the following items for major improvements were recommended to the Trustees:

Projects Major Improvements

			Dept. Request	Committee Recommendation
1.	Chemistry	Chemistry Lab.	$150,000	$150,000
2.	Hort. Mfg.	Laboratory	38,000	38,000
3.	O. & M.	Tunnel from Power Plant to Stock bridge	34,846	35,000
4.	Rural Home Life	Remodeling Old Chem. Bldg.		
		2 floors $26,970		35,000
		3d floor 6,750		
		Equipment 2,573		

5.Rural Engin.	Addition to Rural Engineering Shops and Equip.	$28,000	$15,000	
6.Grounds	Roads	8,000	8,000	Projects Major Improvements
7.General Hort.	Tool sheds & garage	2,200	6,000	
8.Animal Husb.	Live Stock Replacement	5,000	5,000	
9.Farm	Calf Barn	5,000	5,000	
10.Tillson Farm	Living Quarters for Foreman,Feed Room,Shop,Etc.	11,075	5,000	
11.O. & M.	Tunnel to first steam pit south of power plant	4,250	4,250	
12.Pomology	Fencing Fruit Plantations	3,000	3,000	
13.Grounds	New Walks	7,500	2,500	
14.Phys. Educa.	Grading and Draining Addition to Athletic Field		2,500	
15.Exp.Sta.Agric.	10-Bent Tobacco Shed	2,200	2,200	
			$316,450	

It was agreed that action on the disposition of the old chemistry laboratory should be deferred; it being the opinion of the Committee that it should not be used for a laboratory for Horticultural Manufactures.

Disposition of Old Chem. Lab.

It was

VOTED: To recommend to the Trustees that an item of $50,000 for replacements be included in the budget for 1923, and that the projects to be submitted under this classification be determined by the President and Treasurer.

Replacements, 1923

The Committee discussed further Mr. Ritchie's claim for additional compensation of $1,000 in connection

Mr. Ritchie Additional Compensation

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with the preparation of plans for the chemistry laboratory. No action was taken, but it was understood that the chairman would present the matter to the Trustees at their next meeting.

The meeting adjourned at 3:00 P. M.

_____ Chairman

Ralph J. Watts. Secretary

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MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, September 13, 1922

The Committee convened at 6:00 P. M. with the chairman, Mr. George H. Ellis, presiding.

PRESENT: Trustees Ellis, Bacon, Preston, Wheeler, and Butterfield. Treasurer Kenney and Dr. Chamberlain were also present.

Dr. Chamberlain gave a detailed report of the destruction of the chemistry laboratory by fire on the morning of September 6th. This report was supplemented by statements by President Butterfield and Mr. Kenney indicating the steps which had been taken to ascertain the cause of the fire.

Chem. Lab. Fire

Dr. Chamberlain also presented a schedule indicating that approximately $15,000 would be required to replace the supplies and equipment destroyed by the fire, in order to make possible the carrying on of the classes in chemistry during the ensuing year.

Chem. Lab. Supplies

After discussion it was

VOTED: That the chairman of this committee be requested to lay before the Governor the problem confronting the College, as the result of the burning of the chemistry laboratory, and to endeavor to secure from the contingent fund in the hands of the Governor, or from

Chem. Lab. problem

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other sources, an allowance sufficient to replace the supplies and equipment lost in the fire.

Fire Protection

VOTED: That the appropriate State officials be requested to make an investigation of the Massachusetts Agricultural College for the purpose of determining whether its buildings now have adequate fire protection.

Gymnasium for Women Students

VOTED: To recommend for consideration by the Trustees, that an item of $15,000 be included in the legislative budget for 1923, for the erection of a gymnasium for women students; this project to be substituted for that calling for $35,000 for remodelling the old chemistry laboratory into a women's building.

The meeting adjourned at 7:30 P. M.

_____ Chairman

Ralph J. Watts. Secretary

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MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON HORTICULTURE

Boston City Club, September 14, 1922

The Committee convened at 9:30 A. M. with the chairman, Mr. Harold L. Frost, presiding.

PRESENT: Trustees Frost, Gilbert, Howe, and Butterfield. Dean Lewis and Professor Chenoweth were also present.

Professor Chenoweth presented plans for the proposed laboratory for Horticultural Manufactures. After this and other projects for improvements for the Division of Horticulture were considered, it was

Hort. Manu. Laboratory

VOTED: To endorse the action of the Committee on Buildings and Arrangement of Grounds in approving the following projects for the legislative appropriation in 1923:

Projects

(a) Laboratory for Hort. Manufactures $38,000.
(b) Tool Sheds and Garage ..... 6,000.
(c) Fencing Fruit Plantations ..... 3,000.

Mr. Frost reported on the negotiations which he had had with the State Department of Conservation relative to the removal of the State Forest Nursery from the College farm.

State Forest Nursery, Removal

It was

VOTED: To request Professor H. F. Tompson to prepare plans for a vegetable storage which may

Vegetable Storage plans

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be erected at the College and which may serve as a model for a community storage plant.

The meeting adjourned at 10:30 A. M.

_____ Chairman

Ralph J. Natte _____ Secretary

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MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON EXTENSION SERVICE

Boston City Club, September 14, 1922

The Committee convened at 10:40 A. M. with the chairman, Mr. Elmer D. Howe, presiding.

PRESENT: Trustees Howe, Bowditch, Ellis, Frost, Gannon, Gilbert, and Butterfield. Dean Lewis and Director Willard were also present.

The committee considered the budget for legislative appropriation for Extension Service for 1923. It was

New Positions Ext. Service

VOTED: To recommend to the Trustees the approval of certain new positions listed in the Extension Service budget for 1923.

Maintenance Ext. Service

VOTED: To endorse the item of $46,425 proposed for Extension Service maintenance for 1923.

Salary Incr. Extension Ser.

VOTED: To endorse the salary increases for members of the Extension Service staff as presented in the budget.

Policy Ext. Service.

Director Willard discussed in detail various phases of Extension Service policy, both existing and proposed, and including the following topics:

1. One specialist for each important field of subject matter.

2. Traveling expenses within and without the State.

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3. Lectures and lecture courses.

4. Cooperation with Experiment Station workers.

5. Revenue and wider service of Extension instruction through

   a. Correspondence courses.
   b. Publications.
   c. Landscape gardening.
   d. Diagnostic service.
   e. Boys' and girls' camps.
   f. Agricultural films.

6. Larger use of the college plant by citizens of the State by holding more conventions at the College.

Joint Meeting

VOTED: That this committee favors a joint meeting of the committees on Course of Study and Faculty, Extension Service, and Experiment Station to consider the question of the division of work of members of the staff rendering service in more than one main division of the College.

Fee for Correspondence Course

VOTED: That the fee for each correspondence course offered by the Extension Service be $5.00.

Charge for Services

VOTED: To approve the recommendations of Director Willard relative to charging for certain services rendered by the Extension Service.

R.D.Hawley return of

The Director reported that Mr. R. D. Hawley had returned to the staff of the Extension Service. The President explained the contemplated transfer of Mr. R. W. Redman from the Extension Service staff to the teaching staff.

R.W.Redman Transfer

The meeting adjourned at 12:50 P. M.

_____ Chairman

Ralph W. J. Watts Secretary

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MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY

Boston City Club, Boston, September 14, 1922

The Committee convened at 12:50 P. M. with the chairman, Mr. William Wheeler, presiding.

PRESENT: Trustees Wheeler, Gannon, Gilbert, Howe, and Butterfield. Dean Lewis was also present.

Director Phelan presented the proposed budget for the Short Courses for 1923 and it was

VOTED: To endorse the salary increases for members of the Short Course staff as presented in the budget. — Salary Incr. Short Course

VOTED: To endorse, as presented, the budget for Short Course expenditures for 1923. — Budget, Short Course

The President submitted the budget for personal service on Administration and Instruction accounts for 1923, and it was

VOTED: To approve and recommend to the Trustees the salary increases for members of the staff of Administration and Instruction as submitted in the budget. — Salary Incr. Administration Instruction

VOTED: To approve and recommend to the Trustees the new positions on Instruction account as presented in the budget. — New Positions Instruction

Further consideration was given to the future relation of Dr. J. B. Paige to the College and it was — Dr. J. B. Paige relation to college

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Veterinary Science Dept. Reorganization

VOTED: To recommend to the Trustees the following reorganization of the Department of Veterinary Science, to become effective October 1, 1922:

Department of Animal Pathology and Veterinary Science

George E. Gage	Professor of Animal Pathology and Head of Department	$3,600.*
John B. Lentz	Assistant Professor of Veterinary Science and College Veterinarian	2,880.
James B. Paige (Now absent on leave without pay)	Lecturer in Veterinary Science	1,500. (Provided service is rendered)
-- -- -- -- --	Research Assistant Professor of Avian Pathology	2,340.
Clerk	One-half time	450.

*Salary approved at $3420 by Supervisor of Administration.

Dr. R. J. Sprague return

VOTED: To leave to the President the question of inviting Dr. R. J. Sprague to resume his position on the faculty of the College.

The meeting adjourned at 2:30 P. M.

_____ Chairman

Ralph J. Watts Secretary

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MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON EXPERIMENT DEPARTMENT

Boston City Club, September 14, 1922

The Committee convened at 3:00 P. M. with the chairman, Mr. Charles H. Preston, presiding.

PRESENT: Trustees Preston, Frost, Gilbert, and Butterfield. Dean Lewis and Director Haskell were also present.

It was

VOTED: To recommend to the Trustees that Dr. Frank A. Hays be elected Research Professor of Poultry Husbandry at a salary of $3,000 per year. — Dr.F.A.Hays appointment

VOTED: That if necessary an appeal be made to the Governor and Council in order to establish the salary of the above mentioned position at $3,000. — Poultry Husb. Research Prof. Salary

Director Haskell presented the proposed budget for the Experiment Station for 1923. It was

VOTED: To endorse the salary increases for members of the staff of the Experiment Station, and the list of new positions, as listed in the budget. — Salary Incre. Exp.Station

VOTED: To approve the schedule for maintenance of the Experiment Station as included in the budget. — Maintenance Exp. Station

VOTED: To approve as submitted by Director Haskell the appropriations for the execution of the Dairy Law, Feed Law, Fertilizer Law, and Poultry Disease Elimination Law. — Control Laws Appropriation

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Salary Incr. Control Service

VOTED: To endorse the salary increases proposed by Director Haskell for members of the Control Service staff.

Projects

VOTED: To approve the following projects for special appropriations for 1923.

1. Improvements at Tillson Farm	$5,000.
2. Tobacco Shed	2,200.
3. Land for Cranberry Station	1,000.

Director Haskell presented a statement relative to the use of the Cornelia Warren Estate. It was

Cornelia Warren Estate, Supervision

VOTED: That the Cornelia Warren Estate be placed under the supervision of the Director of the Experiment Station.

Market Garden Field Station, Waltham, appropriation

VOTED: To refer to the Trustees the proposal that a bill be introduced into the Legislature of 1923 seeking an appropriation of $25,000 or approximately the maximum receipts to be expected from the salvage of the North Lexington plant, for the purpose of moving equipment, building new equipment, and establishing the Market Garden Field Station at Waltham.

Market Garden Field Station, N. Lexington, Disposition of

VOTED: To recommend to the Trustees that a bill be introduced into the Legislature of 1923 authorizing the Massachusetts Agricultural College to dispose of the Market Garden Field Station at North Lexington.

The meeting adjourned at 4:40 P. M.

_____ Chairman

Ralph J. Watts Secretary

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MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON FARM

Indexed

Boston City Club, September 14, 1922.

The Committee convened at 5:10 P. M. with the chairman, Mr. Nathaniel I. Bowditch, presiding.

PRESENT: Trustees Bowditch, Ellis, Gilbert, and Butterfield.

The Committee considered various projects for improvements at the farm, and it was

VOTED: To approve the following:

1. Replacement of live stock	$5,000.	Farm Projects
2. Calf Barn	5,000.	
3. Cottage for farm help	5,000.	

The meeting adjourned at 5:45 P. M.

_____ Chairman

Ralph J. Watts. Secretary

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MINUTES OF MEETING OF TRUSTEES COMMITTEE ON FINANCE

Boston City Club, September 14, 1922.

The Committee convened at 6:00 P. M. with the chairman, Mr. Charles A. Gleason, presiding.

PRESENT: Trustees Gleason, Bowditch, Ellis, and Butterfield. Dean Lewis and Treasurer Kenney were also present.

The President submitted the budget for current maintenance and for special appropriations for 1923. After discussion the following action on the budget was taken:

Salary Incr. Administration Instruction

VOTED: To approve, with certain amendments, the salary increases proposed for members of the staff of Administration and Instruction.

Treasurer's Assistant

VOTED: To include in the budget for 1923 an item for an Assistant to the Treasurer at a salary of $2,500 per year.

New Positions Instruction

VOTED: To approve the schedule of new positions on Instruction account as presented by the President.

Dept. Maintenance.

VOTED: To approve as presented the schedule of appropriations for department maintenance for 1923.

New positions Exp. Station

VOTED: That new positions for the Experiment Station be approved up to an annual rate of $20,000.

Dept. Maintenance Exp. Station

VOTED: That the schedule of proposed appropriations for the department maintenance on Experiment Station account be revised so as to reduce the total to as near $40,000 as possible.

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VOTED: To approve as presented the schedule for appropriations for the execution of various Control laws.	Control Laws appropriations
VOTED: To approve as presented the schedule of salary increases for members of the Experiment Station staff.	Salary Increas Experiment Sta
VOTED: To approve as presented the budget for the Extension Service including salary increases, new positions, and maintenance.	Salary Incr. New Positions Ext. Service
VOTED: That new positions on Short Course account be approved up to an annual rate of $10,000.	New Positions Short Course
VOTED: To approve the proposed salary increases for members of the Short Course Staff.	Salary Incr. Short Course
VOTED: To approve an item of $13,000 for Short Course maintenance.	Maintenance Short Course
VOTED: To approve an item of $10,400 for the maintenance of the Market Garden Field Station.	Maintenance Market Garden Field Sta.
VOTED: To approve an item of $50,000 for replacements.	Replacements
VOTED: To approve the schedule as presented for appropriations for major projects.	Major Projects
VOTED: To approve as amended, the budget for 1923.	Budget, 1923

It was

VOTED: To leave to the chairman of the Finance Committee and Treasurer Kenney, the investment of the bequest to the College made by the Bay State Agricultural Society.	Bay State Agr. Society Gift Investment

Meeting adjourned at 9:05 P. M.

_____ Chairman

Ralph J. Watts _____ Secretary

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MINUTES OF MEETING OF TRUSTEES COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, January 4, 1923.

The Committee met at 12:00 M. with the Chairman, Mr. George H. Ellis, presiding.

PRESENT: Trustees Ellis, Bacon, Clark, Gerrett, Preston, Wheeler, and Butterfield. Treasurer Kenney was also present.

State Dept. of Public Works

Demonstration Roads

The President reported on recent negotiations with Mr. Frank E. Lyman, representing the State Department of Public Works, concerning the building of demonstration roads at and in the vicinity of the Massachusetts Agricultural College. After discussion it was

VOTED: To authorize the introduction into the warrant for the next annual town meeting in Amherst, an article providing for a survey of the road and walk development in the vicinity of the Agricultural College, and to pledge the service of the College in the making of such a survey.

Fire Protection

The President made a preliminary report concerning steps which are being taken to insure a more adequate fire protection for the College.

Building Program

The President raised the question as to the policy of the Trustees relative to its building program for the next few years. The needs for certain buildings were presented by members of the staff as follows:

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Gymnasium and drill hall - Prof. Hicks and Major Kobbe
Hospital - Dr. Marshall
Library - President Butterfield
Dormitories - President Butterfield

Mr. Ritchie submitted tentative estimates of cost for the gymnasium, drill hall, library, and dormitories. Relative to the hospital it was

Building Estimates

VOTED: That a further study be made of the requirements for hospital facilities at the College, contemplating possible cooperation with Amherst College and the town.

Hospital Facilities

In executive session the question was discussed as to the desirability of adopting the policy of requesting competitive plans and specifications for future buildings. It was agreed that this question should be referred to the Trustees without recommendation.

Plans and Specifications For Future Buildings

After discussion it was

VOTED: To recommend to the Trustees that the next large building project which should be presented to the Legislature should be that for dormitories.

Building Project for Dormitories

VOTED: To recommend to the Trustees that it become their policy to request the Legislature to provide dormitory facilities for all women students and for the freshman students entering the four-year course.

Dormitory Facilities

VOTED: To recommend to the Trustees that a legislative appropriation of $8,000 be requested to provide a two-tenement farm house of 14 rooms, to replace the farm house destroyed by fire December 14, 1922.

Farm House Appropriation

Mr. Kenney reported on an agreement which had been reached by Mr. Wheeler and himself with the Amherst Water Company whereby water would be carried to the Tillson Farm. This agreement was by vote ratified.

Amherst Water Company

Tillson Farm

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The question of continuing the employment of Mr. James H. Ritchie as consulting architect was discussed, and it was

James H. Ritchie Employment as Consulting Architect

VOTED: To recommend to the Trustees that unless such is ruled to be illegal, the employment of Mr. James H. Ritchie as consulting architect be continued for 1923 on the same terms as formerly.

Meeting adjourned at 3:10 P.M.

_____ Chairman

Ralph J. Watts Secretary

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MINUTES OF MEETING OF TRUSTEES COMMITTEE ON FINANCE

Indexed

Boston City Club, January 4, 1923

The Committee met at 3:15 P.M. with the Chairman, Mr. Charles A. Gleason, presiding.

PRESENT: Trustees Gleason, Bowditch, Clark, Ellis, Pollard, Richardson, and Butterfield. Treasurer Kenney was also present.

The Treasurer reported on the method by which the equipment still needed to replace that lost by the burning of the chemistry laboratory may be supplied. He presented his annual report for the year ended November 30, 1922, and after discussion it was

Chemistry Laboratory Equipment

VOTED: To authorize the Treasurer to cancel the loans on the D.K.Bangs Fund which have now remained unpaid for seven years or longer, and to transfer to this account from the income of the Mary Robinson Fund an amount sufficient to cover this loss. Also to authorize the cancellation of the balance due on the loan advanced to the late George H. Richards.

D.K.Bangs Fund Old Loans cancelled

George H. Richards Loan Cancelled

VOTED: To approve the report of the Treasurer as presented and to recommend its adoption by the Trustees.

Treasurer's Report.

Meeting adjourned at 4:50 P. M.

_____ Chairman

Ralph J. Watts Secretary

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MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, 12:00 M., February 6, 1923

PRESENT: Trustees Ellis, Preston, Wheeler and Butterfield. Treasurer Kenney was also present.

It was

Farm Tenement House, Plans

VOTED: That the Treasurer be authorized to secure plans for the proposed farm tenement house which is to take the place of the one destroyed by fire. the plans to meet the approval of the Farm Committee.

It was further

Farm House Location

VOTED: That the site for the house be near the sheep barn, provided this site is approved by the Farm Committee.

James B.Paige Laboratory

VOTED: That the Committee recommend to the Trustees that the Veterinary Laboratory be given the name "The James B. Paige Laboratory".

Architects' Services Minor Projects

VOTED: That the Treasurer be authorized, with the approval of the President, to secure architects' services when necessary for minor building projects.

Old Library Bldg. Plans

VOTED: That Mr. C. P. Hoyt be employed, in consultation with the President, the Treasurer, and the Librarian, to re-cast his plans made some years ago for enlarging and improving the present Library building.

Phys. Educa. Bldg. Plans

VOTED: That the President and the Treasurer be authorized to secure such plans and specifications as are necessary for the legislative budget, for a building for physical education,

and to have these plans ready for preliminary discussion by the Trustees at their June meeting. It is understood that these preliminary plans will not include the proposed riding hall.

VOTED: That the location of the proposed physical education building be on the ridge between South College and the Plainville Road. — Phys.Edu.Bldg. Location

VOTED: That the land owned by the Q.T.V. fraternity south of the Veterinary Laboratory be rented for a period of three years on the terms suggested by the fraternity, namely, $50 per year, the rental to be an off-set against a bill which the fraternity owes the College. — Q.T.V.Land Rental

VOTED: That the President and Treasurer be authorized to secure such plans and specifications as are necessary for the legislative budget, for freshman dormitories, the basis of the plan to be accommodations for 300 students. It is understood that the committee approves necessary travel in order to study dormitory plans. — Freshman Dormitories Plans

VOTED: That the cost of preliminary plans for the physical education building and the dormitories shall not exceed $2,500 for the two. — Phys.Ed. Bldg. Dormitories Cost of Plans

VOTED: To recommend to the Trustees that they adopt as their policy the effort to provide dormitory accommodations for all women students, and for the men students in the four year freshman class. — Dormitory Policy

The President stated that it is doubtful whether it will be possible to develop a project for a hospital in common with the town of Amherst. — Hospital

VOTED: To suggest to the President and the Treasurer that the preliminary plans for the physical education building and the dormitories be prepared by Mr. James H. Ritchie. — James H.Ritchie Employment

VOTED: That the Treasurer, with the approval of the President, be authorized to proceed with the construction of such special building projects as may be authorized by the present legislature. — Special Building Projects

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North College Remodelling Fourth Floor

The Treasurer presented a suggestion relative to remodelling the fourth floor of North College in order to provide dormitory rooms for students. It was suggested that the matter be taken up with the Commission on Administration and Finance before further action is taken.

Meeting adjourned.

_____Chairman

_____Secretary
Pro tem

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MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON COURSE OF STUDY AND FACULTY

Indexed

Boston City Club, Boston, February 21, 1923

The Committee convened at 1:00 P. M. In the absence of Mr. William Wheeler, Mr. James F. Bacon served as chairman.

PRESENT: Trustees Bacon, Gilbert, and Butterfield.

Harry N. Glick Candidate

Professor W. S. Welles presented Mr. Harry N. Glick as candidate for the position of Professor of Agricultural Education to fill the vacancy caused by the retirement of Professor Hart on March 31, 1923.

In executive session and on recommendation of President Butterfield, it was

Reorganization Department of Agricultural Education

VOTED: To recommend to the Trustees that on the retirement of Professor Hart as Head of the Department of Agricultural Education, the following reorganization of the Department become effective April 1, 1923:

W. S. Welles Head of Dept.

W. S. Welles, Professor of Agricultural Education and Head of Department - at his present salary of $3,900 per year, one half of which is paid from College funds and one half from Federal Smith-Hughes funds.

Harry N. Glick Professor

Harry N. Glick, Professor of Agricultural Education, salary $3,000 per year.

It was

Leave of Absence H.F.Tompson

VOTED: To grant a leave of absence for half time to Professor H. F. Tompson from April 1 to

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September 30, 1923 and that during this period he receive three-fifths of his present salary.

Calendar of College Year

VOTED: To approve for two years the calendar of the College year as presented by the President, this being on the basis of 12 weeks in the Fall term, 11 weeks in the Winter term, and 12 weeks in the Spring term.

Other items of business presented by the President were laid on the table for future consideration.

The meeting adjourned at 2:15 P. M.

_____ Chairman

Roelph J. Watts Secretary

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MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON

COURSE OF STUDY AND FACULTY

Boston City Club, Boston, March 6, 1923

The Committee convened at 12:00 noon, with the Chairman, Mr. William Wheeler, presiding.

PRESENT: Trustees Wheeler, Gilbert, and Butterfield. Dr. Marshall was also present.

Dr. Marshall explained the vote of the Graduate School staff recommending that professional degrees be established as conditions may demand and also that the degree of Master of Dairying be established. After discussion it was

Professional Degrees

VOTED: To refer the matter to the Trustees without definite recommendation.

It was suggested that the President send a summary statement of this action of the Graduate School to the Trustees.

It was also suggested that the President send to the Trustees a statement concerning the revised course for the freshman year and also the work being done in the course in Freshman Agriculture. It was

Freshman Course

VOTED: To recommend to the Trustees that Professor H. F. Judkins be made head of the Department of Dairying, the same to take effect September 1, 1923.

H.F. Judkins

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Prof. Lockwood

VOTED: To recommend to the Trustees that the arrangement made for the current year by which Professor Lockwood was made Extension Professor of Dairying with certain relationships to various dairy organizations, be made permanent, and effective September 1, 1923.

Prof. W.R. Hart, Prof. C. Wellington retirement

The President called the attention of the committee to the fact that under the Retirement Law making retirement compulsory at the age of seventy, Professor William R. Hart will retire March 31, 1923, and Professor Charles Wellington May 4, 1923. It was

VOTED: That the President on behalf of the committee transmit to Professor William R. Hart and Charles Wellington appropriate expressions of appreciation for their service.

Meeting adjourned.

_____ Chairman

_____ Secretary Pro tem

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MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

President's Office, M.A.C., April 14, 1923

The Committee convened at 8:40 A.M. with the chairman, Mr. George H. Ellis, presiding.

PRESENT: Trustees Ellis, Clark, Preston, Wheeler, and Butterfield. Treasurer Kenney was also present.

Visit of Legislature

The President discussed with the Committee the proposed visit of the Legislature on May 4.

Macadam Road Construction

The Treasurer reported on the construction of the macadam road and on motion of Mr. Wheeler it was

VOTED: To authorize the Treasurer to proceed with the construction of the macadam road as provided by the legislative appropriation of $8,000, subject to the supervision of the State Department of Public Works.

Cooperation with Town and State Dept. of Public Works

The President reported on cooperation with the Town of Amherst and the State Department of Public Works relative to improvements in roads approaching the College.

Improvements Division of Horticulture

Professor Waugh presented plans for a garage, for remodeling the tool shed, and for the construction of an open shed in the vicinity of the cold storage building. The Treasurer stated that these improvements can be undertaken within the appropriation available and it was

VOTED: To approve the plans as presented and to authorize the Treasurer to proceed with the improvements in the service buildings of the Division of Horticulture under the appropriation of $6,000 made by the Legislature for this purpose.

COMMITTEE

Plans were presented for the expenditure of the appropriation of $2,500 for new walks, and it was

New Walks

VOTED: That the appropriation of $2,500 for new walks be used in the construction of a granolithic walk extending from the south entrance to the College grounds at Pleasant Street, northwesterly to the stone bridge.

Professor Graham presented plans for further improvements at the Tillson Farm, and it was

Tillson Farm Improvements

VOTED: To approve the plans as presented and to authorize the Treasurer to proceed with the improvements at the Tillson Farm under the appropriation of $5,000 available for this purpose.

E.Exp.Sta. Repairs to Glass House

Director Haskell reported on the necessity of repairing the glass house at the East Experiment Station, and it was

VOTED: That the necessary repairs of the glass house at the East Experiment Station be made, the amount to be expended not to exceed $100.

Riding Hall Necessity

Major Kobbe explained the need of a riding hall for work in military training and on the possibility of securing for this purpose a building at Camp Devens. After discussion, it was

Riding Hall Appropriation

VOTED: To endeavor to secure through the supplementary budget an appropriation of $4,500 for the purchase of a building at Camp Devens, its transportation, and its reconstruction at the College for use as a riding hall.

Vento System at New Chem. Lab.

Mr. Butterworth explained the necessity of connecting the Vento System at the new chemistry laboratory with the main steam line at a cost of $559.68 in addition to the existing contract. This project was by vote approved.

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The Committee considered the disposition to be made of the appropriation of $8,000 available for the erection of a farm house to replace the one destroyed by fire, and it was

Farm House Appropriation

VOTED: To request the Treasurer to furnish for the next meeting of the Committee estimates for a five room tenement house to be erected near the barns for use by the herdsman; also for the moving of the remains of the farm house on Lincoln Avenue to a location near the sheep barns, and for the construction of an addition thereto of four rooms.

The Treasurer presented plans for refitting the fourth floor of North College for students rooms, and it was

North College Refitting of Fourth Floor

VOTED: That the Committee favor the refitting of the fourth floor of North College in order to provide living accommodations for students, and that if possible an appropriation for this project be secured through the supplementary budget.

It was

VOTED: That, if it seems undesirable to urge appropriations for both the riding hall and the refitting of North College, preference be given for the appropriation for a riding hall.

Riding Hall

The Treasurer asked the opinion of the Committee relative to the desirability of renewing the insurance on the house occupied by Mr. Broadfoot, the premium being paid from the income of the Burnham Emergency Fund, and it was

Insurance on Broadfoot House

VOTED: To request the Treasurer to ascertain from the Attorney General whether funds secured from insurance in case of fire could be

used by the College for the repairing of the damage, or whether such funds would revert to the State treasury.

Broadfoot House Insurance

VOTED: That if the ruling is made that money secured from insurance could be immediately used by the College in repairing damages, the Treasurer be authorized to reinsure the house occupied by Mr. Broadfoot.

Building Plans

The President reported on the preparation of plans for additions to the present library building, the physical education building, and the dormitories.

Heating System Broadfoot and Waugh Houses

The Treasurer presented plans for replacing the present heating system in houses occupied by Professor Waugh and Mr. Broadfoot, and it was

VOTED: That new hot air furnaces be installed in the houses occupied by Professor Waugh and Mr. Broadfoot.

Apportionment for Replacements for 1923

The President presented a schedule indicating the apportionment that had been made of the appropriation of $37,500 for replacements in 1923. This apportionment was by vote approved.

Automobile for College Use

The President stated further that the application for authority to purchase an automobile for college use had been acted upon unfavorably. It was agreed that Mr. Ellis should consult with the State Purchasing Agent relative to this matter.

The meeting adjourned at 12:00 o'clock noon.

_____ Chairman

Ralph J. Watts Secretary

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MINUTES OF MEETING OF THE TRUSTEES COMMITTEE ON FARM

Massachusetts Agricultural College, April 13, 1923

The Committee convened at 12:30 P.M. with the Chairman, Mr. Nathaniel I. Bowditch, presiding.

PRESENT: Trustees Bowditch, Ellis, Gerrett, Richardson, and Butterfield. At luncheon Professor Foord and the Heads of the various Departments in the Division of Agriculture were present.

There was an informal discussion concerning various matters of interest in the Division. After luncheon the Committee inspected the farm and live stock.

Professor Salisbury reported his recommendations concerning the use of the item of $5,000 in the legislative appropriation for the replacement of livestock, and after discussion it was

Livestock Purchases

VOTED: To authorize purchases in accordance with the following schedule:

2 Percheron mares	$800-$1,000
1 Holstein Bull	750- 1,000 (Preferably less)
1 Shorthorn Bull	$250
1 Hereford Bull	250
1 Southdown Ram	100 - 200
1 Shropshire Ram	100 - 200
1 Jersey Bull	
2 Duroc Jersey Sows, bred ..	(Next Fall)

It was

Ford Car for Farm Dept.

VOTED: To authorize the purchase of a new Ford car for the Farm.

Farm House Plans

Professor Foord presented plans for the tenement house for which an appropriation of $8,000 has

been granted by the Legislature. After discussion, it was

Farm House Plans

VOTED: To approve the plans of the farm house, but to suggest to the Committee on Buildings and Arrangement of Grounds that it would be more desirable to have two separate five room houses, one placed near the sheep barn for the shepherd, and the other placed near the cattle barn for the herdsman. In case only one building can be built, that one would be located near the sheep barn.

It was

Use of old Farm House

VOTED: To request the Treasurer and Professor Foord to report on the best use to be made of that part of the tenement on Lincoln Avenue not destroyed by fire.

_____ Chairman

_____ Secretary Pro Tem

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MINUTES OF MEETING OF SPECIAL COMMITTEE OF THE TRUSTEES ON RELATION OF TRUSTEES AND COMMISSIONER OF EDUCATION

Boston City Club, May 25, 1923

The committee convened at 1:00 P.M. with Mr. Charles A. Gleason serving as chairman.

PRESENT: Trustees Gleason, Gilbert, Smith, Wheeler, and Butterfield.

President Butterfield and Commissioner Smith presented their respective views on the question of relationships. After discussion, it was agreed that the President should outline a plan providing for the desired adjustments, either by new legislation or through interpretation of existing law.

Relationships

The meeting adjourned at 2:15 P.M.

_____ Chairman

Ralph J. Watts Secretary

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MINUTES OF MEETING OF SPECIAL COMMITTEE OF THE TRUSTEES ON TERMS OF EMPLOYMENT

Boston City Club, May 25, 1923.

The Committee convened at 2:15 P.M. with Mr. William Wheeler serving as chairman.

PRESENT: Trustees Wheeler, Ellis, Gilbert, Gleason, Smith, and Butterfield.

After discussion it was

Terms of Employment

VOTED: That the President and Commissioner Smith present to Mr. Loring of the Commission on Administration and Finance, the plan contemplated in the "Terms of Employment" previously adopted by the Trustees, but now not in operation; and in the event of the desired result not being thus secured, to consider seeking special legislation in support of a plan.

The meeting adjourned at 2:45 P.M.

_____ Chairman

Ralph J. Watts _____ Secretary

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MINUTES OF MEETING OF SPECIAL COMMITTEE OF THE TRUSTEES ON OUT-OF-STATE TRAVEL

Boston City Club, May 25, 1923

The Committee convened at 4:15 P.M. with Mr. Charles A. Gleason serving as chairman.

PRESENT: Trustees Gleason, Gerrett, Gilbert, Smith, and Butterfield.

The President urged the desirability of an agreement being reached between the Trustees and the Commission on Administration and Finance relative to out-of-state travel for members of the staff.

Out-of-state Travel

The sentiment of the Committee was in favor of allowing out-of-state travel for administrative purposes; but no agreement should be made with members of the staff relative to the payment of expense incurred for travel on account of professional improvement.

Administrative Purposes

Professional Improvement

It was agreed that in the near future the problem should be stated briefly to Mr. Loring, and that this special committee should confer with the Directors relative to the operation of the present system.

Mr. Loring

The meeting adjourned at 5:45 P.M.

_____ Chairman

Ralph J. Watts Secretary

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MINUTES OF MEETING OF TRUSTEES' COMMITTEE ON EXPERIMENT DEPARTMENT

Boston City Club, May 25, 1923.

The Committee convened at 6:00 P.M. with the chairman, Mr. Charles H. Preston, presiding.

PRESENT: Trustees Preston, Frost, Gilbert, and Butterfield. Director Haskell was also present.

Apportionment for Research Work

By vote the department apportionment for research work for the current fiscal year, as recommended by the Director, was approved.

New Positions

On recommendation of the Director, the following new positions in the Experiment Station were by vote approved:

1. Assistant Research Professor of Agronomy, annual salary, $2,880.
2. Assistant Research Professor of Vegetable Gardening, to be located at the Market Garden Field Station, annual salary $2,340.
3. Investigator at the Cranberry Station, annual salary $1,680.
4. Laboratory Assistant in Pomology, annual salary $1,200.

Criticisms of Station Charges

The Director reported that the Station had been criticised for making charges for work which is primarily of personal service value, as authorized by the Trustees under date of June 27, 1922, and submitted

a letter which he had written to James Campbell of South Deerfield, Mass., under date of April 4, 1923, in explanation and defense of the policy. By vote, the Committee endorsed the present system, and the statement relative thereto, as set forth in the Director's letter to James Campbell.

As recommended by the Director, it was

VOTED: To approve the following reorganization, effective December 1, 1923:

Reorganization

1. The Research Department of Agriculture, as such, be abolished.

2. The apportionment for maintenance be made to the Department of Agronomy, based on the premise that the request for the position of Assistant Research Professor of Agronomy be approved, the same representing in effect a transfer from the apportionment now made to Agriculture and Station Service.

3. The position of Assistant Research Professor of Agriculture be abolished.

E. F. Gaskill

4. The title of E. F. Gaskill be changed to that of "Assistant to the Director", with the institutional rank of Assistant Professor, and the understanding that he is to be in full charge of Station Service.

Feed Brand Fee

VOTED: To recommend to the Trustees that Director Haskell be authorized to introduce in the Legislature of 1924, an amendment to the existing law, reducing the feed brand from $20 to $15.

Crop Protection Institute

VOTED: To approve the arrangement reported by the Director relative to cooperative work with the Crop Protection Institute.

VOTED: To approve the following new research projects:

Research Projects

Agriculture. Determination of the Effect of Fertilizer on Germination of Onion Seed.

Agronomy. Investigation of the Value of Hubam or Annual Sweet Clover as Compared to the Biennial Clovers.

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Research Projects

Agronomy. Chemistry and Botany cooperating. Tobacco Cropping System Investigation.
Animal Husbandry. Survey of Garbage Feeding Plants in Massachusetts.
Chemistry. Fertilizer Law. Vegetation Test to Study Nitrogen Availability of two types of Fertilizer (2-8-2 and 2-8-3) from 1922 Fertilizer Inspection.
Entomology. Control of Onion Thrips.
Poultry Husbandry. A genetic study of Rhode Island Red Color.
Poultry Husbandry. Determination of Genetic Laws Governing Results in Imbreeding of Poultry.
Poultry Husbandry. The Hatchability of Eggs.
Rural Engineering, in cooperation with the Cranberry Station. Testing Low Lift Pumps.
Veterinary Science. Research in Avian Pathology, "Bacteriophagic Specificity with Special Reference to B. Pullorum Infection and Therapeusis.

Boston Food Supply Study

VOTED: To refer to Commissioner Gilbert and Director Haskell further consideration of the proposed new project for research studies of the Boston Food Supply.

Editorial Control

The Director reported in detail on the policy recently pursued by the Commission on Administration and Finance, relative to editorial supervision of Experiment Station publications. After discussion, and on motion of Mr. Frost, it was

VOTED: To recommend to the Trustees, that a special committee consisting of Mr. Preston, Dr. Gilbert, and Director Haskell, be appointed to confer with Commissioner Smith, and with power to prepare a bill, if such seems to them advisable, for consideration by the Trustees at the September, 1923, meeting, looking for relief from the control above referred to through legislative action.

Meeting adjourned at 7:45 P.M.

_____ Chairman

_____ Secretary

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MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, June 7, 1923

The Committee convened at 2:15 P.M. with the chairman, Mr. George H. Ellis, presiding.

PRESENT: Trustees Ellis, Clark, Preston, Wheeler, and Butterfield. Treasurer Kenney was also present.

Library Proposed enlargement and improvements

Mr. Hoyt presented plans and estimates for enlarging the present library building, these plans contemplating an extension to the south for a stack room, extensions to the north and to the east to provide adequate facilities for seminar rooms and reading rooms, and the improvement of the basement.

Mr. Ritchie submitted tentative plans and estimates for the following:

Building Plans and Estimates

1. Building for physical education.
2. Fireproof dormitory for freshmen.
3. Enlargement of Clark Hall
4. One story frame dormitory
5. Revised estimate of cost of a new library building on the basis of plans previously submitted.

Farm House

Mr. Kenney presented estimates and plans for moving the remainder of the Farm House on Lincoln Avenue, burned in December, 1922, to a location near the sheep

barn, and the addition thereto of three rooms, also for the construction of a bungalow near the farm barn. It was

Farm House Removal and Addition

Construction of Bungalow

VOTED: To authorize the Treasurer to advertise for bids for the moving of the remainder of the Farm House from Lincoln Avenue to a location near the sheep barn, and the addition thereto of three rooms, and for the construction of a bungalow near the farm barn.

Mr. Ritchie reported that Thompson and Speare Company, plumbing contractors for the Chemistry Laboratory had failed and that it would be necessary to re-let the contract for the completion of this work; it was

Thompson & Speare Co.

Chemistry Lab. Plumbing Contract

H.J.Lyons Co.

VOTED: That the Treasurer and Mr. Ritchie represent the Trustees in contracting with the Henry J. Lyons Company for the completion of the plumbing for the Chemistry Laboratory.

The President submitted a list of projects which had been received from various departments for major buildings and other improvements to be considered in connection with the legislative budget for 1924. The sentiment of the Committee was in favor of consulting with Mr. Loring of the Commission on Administration and Finance relative to items for buildings which should be included in the next budget, and it was

Major Building Projects

Consultation with Mr. Loring

Tentative Budget

Physical Education Bldg.

VOTED: To request the President to submit a tentative proposal for a budget to be considered by the Trustees at their meeting June 11th, totaling approximately $250,000, and including a sum sufficient to meet one half the expense of a building for physical education.

The Treasurer reported that the deed of gift

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of the Cornelia Warren Estate had been received by the College and duly filed.

Cornelia Warren Estate Deed

The meeting adjourned at 4:45 P. M.

_____ Chairman

Ralph J. Watte, Secretary

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MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, June 27, 1923.

The Committee convened at 12:45 P.M. with the Chairman, Mr. George H. Ellis, presiding.

PRESENT: Trustees Ellis, Clark, Gerrett, Wheeler, and Butterfield. Treasurer Kenney was also present.

Chemistry Lab. Elevator

The Treasurer submitted bids for the installation of a power elevator at the new chemistry laboratory and it was

VOTED: To leave with the Treasurer and architect with power the acceptance of the most favorable proposal for the installation of the elevator.

Vault Doors

The Treasurer also presented bids for the installation of the vault doors in the new chemistry laboratory, and it was

VOTED: To leave with the Treasurer and architect with power the acceptance of the most favorable proposal for the installation of the vault doors.

Walk north of row of trees

There were presented plans and a memorandum from Professor Harrison relative to locating north of the row of trees the new walk from the entrance of the campus at Pleasant Street and extending in a north-westerly direction. Members of the Committee expressed themselves in favor of locating the walk north of the row of trees

if such can be done on the appropriation available. After discussion it was

VOTED: That the Chairman of the Committee, Mr. Gerrett, and Mr. Kenney, in cooperation with the engineer of the State Department of Public Works and Professor Harrison consider the desirability and the cost of the alternative plan proposed; that the estimated expense be communicated to members of this Committee; that an informal expression of opinion by mail be secured from the Committee; and that the final decision as to location of the walk be based on their replies thus received.

Walk north of Row of Trees

It was

VOTED: To instruct the Secretary of the Board of Trustees to call a special meeting of the Board in Boston at 9:00 A.M., July 28, 1923, for the purpose of considering the budget for special appropriations for 1924.

Special meeting of the Trustees

On invitation, Mr. Loring, Chairman of the Commission on Administration and Finance, met with the Committee to consider the budget for special legislative appropriations in 1924. Mr. Loring expressed the opinion that a building for physical education should be the next major building for which the Trustees might well ask the Legislature, but in view of the prevailing high cost of construction, he would advise against making such a request in 1924. He further suggested that requests for special appropriations for 1924 be submitted for only such projects as may be regarded as necessities, also that the projects as finally submitted by the Trustees should be listed in the order of preference.

Meeting with Mr. Loring

Physical Education Building

Mr. Loring's Suggestions

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Revision of Major Building Projects.

The Committee agreed that the President should revise the list of major projects for which legislative appropriation in 1924 may be asked and that the Committee should meet again in Boston on the evening of July 27th.

Meeting adjourned at 3:40 P.M.

_____ Chairman

Ralph J. Watts _____ Secretary

Note: The Secretary was instructed to call the special meeting of the Trustees in Amherst, July 28, 1923 instead of in Boston, as stated in the foregoing records.

The place of the meeting of the Building Committee on July 27, 1923 should be stated as Amherst instead of Boston.

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MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

President's Office, Amherst, Mass., July 27,1923.

The Committee convened at 5:35 P.M. with the Chairman, Mr. George H. Ellis, presiding.

PRESENT: Trustees Ellis, Clark, Gerrett, Preston, and President Butterfield. Treasurer Kenney was also present.

The Treasurer presented revised plans and estimates for the construction of a two tenement farmhouse and for the construction of two bungalows utilizing the remaining portion of the farmhouse on Lincoln Avenue.

Farmhouse and Bungalows, Construction o

It was

VOTED: To leave to Mr. Bowditch, Mr. Gerrett, and the Treasurer, with power, the decision as to the use which should be made of the appropriation of $8,000 for a farmhouse, also the location of same, and the utilization of the remainder of the farmhouse on Lincoln Avenue.

It was

VOTED: To approve the extra allowances to the contractor of the Chemistry Laboratory, amounting to $509. in accordance with the schedule submitted by the architect to the Treasurer under date of July 21, 1923.

Chemistry Lab. Extra allowance to Contractor

The Treasurer reported that in accordance with the opinions expressed by mail by a majority of the Committee, the new road had been located midway between the

COMMITTEE

Walk north of row of trees

row of trees on Olmsted Road, and that the walk had been located north of the row of trees.

Putnam & Cox, letter from

Mr. Ellis read a letter from Putnam & Cox of Boston expressing their desire to be considered for future architectural services at the College.

The budget for special appropriations for 1924 was discussed in detail, and it was

Budget for Special Appropriations

VOTED: To submit the following budget to the Trustees for their approval:

1. Tunnel for steam line from Power Plant to Stockbridge	$39,000.
2. Horticultural Manufactures Laboratory and equipment	60,000.
3. *Miscellaneous buildings and improvements in accordance with schedule below	34,650.
4. Addition to Rural Engineering Building, one unit, and equipment	17,500.
5. Roads and walks	10,000.
6. Buildings for M. G. Field Station at Waltham	25,000.
	$186,150.

*Miscellaneous Buildings and Improvements

1. Tobacco barn, Brooks Farm	$5,000.
2. Tillson Farm: house for foreman, shop and storage	5,500.
3. Buildings at the farm: calf barn, piggery, storage, and granary	10,000.
4. Head House for Agronomy Greenhouse	2,650.
5. Culvert over brook in ravine for coal storage	2,500.
6. Land for cranberry station at Wareham	1,000.
7. Storage for winter vegetables	3,000.
8. Fencing fruit plantation	3,000.
9. Vault, basement of Library	2,000.
	$34,650.

It was

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VOTED: To defer consideration of the project for a Poultry Building until further information was available.

Poultry Building

Meeting adjourned at 8:20 P. M.

_____ Chairman

Ralph J. Watts Secretary

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MINUTES OF MEETING OF THE TRUSTEES COMMITTEE ON EXTENSION SERVICE

Boston City Club, September 14, 1923

The Committee convened at 10:30 A. M. In the absence of Mr. Howe, Dr. Davis R. Dewey served as Chairman.

PRESENT: Trustees Dewey, Ellis, Frost, Gilbert, and Butterfield. Director Willard was also present.

The Committee considered the budget for legislative appropriation for Extension Service in 1924.

It was

Market Garden Field Station Policy

VOTED: That at an early date there be a conference between the Trustees Committees on Experiment Department and Extension Service, to consider the future policy in the development of the Market Garden Field Station.

Extension Service Staff

Director Willard discussed various contemplated reassignments of work within the Extension Service staff.

After consideration of the details of the budget it was

Budget

VOTED: To approve the budget as amended, totalling approximately $96,350, as the State appropriation for Extension Service in 1924.

Regulations of Commission on Administration and Finance

Director Willard discussed the effect upon the activities of the Extension Service by the existing regulations of the Commission on Administration and Finance concerning printing, the restrictions on out of state

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travel, and cooperation with other State Departments.

It was

VOTED: That the Chairman of this Committee and Director Willard arrange for familiarizing the Committee with the field work of the Extension Service.

Field Work

The meeting adjourned at 12:15 P. M.

Acting Chairman

Ralph J. Watts Secretary

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MINUTES OF MEETING OF TRUSTEES COMMITTEE ON

COURSE OF STUDY AND FACULTY

Boston City Club, September 14, 1923

The Committee convened at 12:30 P. M. with the Chairman, Mr. William Wheeler, presiding.

PRESENT: Trustees Wheeler, Bacon, Dewey, Gannon, Gilbert, and Butterfield. Dean Lewis, Director Marshall, and Director Phelan were also present.

Director Marshall reviewed the recommendations of the graduate staff concerning the granting of professional degrees. After discussion, it was

Conference with Graduate Staff

VOTED: That a conference be held by this Committee and the graduate staff, concerning the granting of professional degrees.

Advanced Degree Deferred

VOTED: To defer consideration of the recommendation of the graduate staff that courses be approved leading to the degree of Doctor of Agriculture in the Department of Agronomy.

Advanced Degrees Endorsed

VOTED: To endorse the recommendation of the graduate staff that courses be approved leading to the degrees of Doctor of Philosophy, in the Department of Agronomy; Doctor of Philosophy and Master of Science in the Department of Pomology.

Director Phelan presented the budget for Short Course expenditures for 1924; it was

Short Course Budget

VOTED: To approve and recommend to the Trustees the budget as presented for Short Course expenditures for 1924.

The President presented the estimates for expen-

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ditures on College account for 1924; it was

VOTED: To authorize the continued utilization of a part of Mr. Redman's time as Supervisor of the Course in Freshman Agriculture, during the ensuing year, and to include an item of $3,000 in the Instruction budget to meet the expense of this transfer. — Mr. Redman, as Supervisor of Course in Freshman Agriculture

VOTED: To request the President and Dean to revise the list of new positions as submitted in the budget; and report to the Trustees at their meeting September 15th. — New Positions

VOTED: To recommend the budget for instruction, as amended, for 1924. — Instruction Budget

Meeting adjourned at 3:10 P. M.

_____ Chairman

Ralph J. Watts Secretary

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MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, September 14, 1923

The Committee convened at 3:15 P. M. with the Chairman, Mr. George H. Ellis, presiding.

PRESENT: Trustees Ellis, Bacon, Gerrett, Preston, Wheeler, and Butterfield. Treasurer Kenney was also present.

Major Projects Expenditures

Treasurer Kenney reported on the expenditures to date on the various appropriations for major projects in 1923.

Cornelia Warren Estate - Deed

Treasurer Kenney also reported on the deed transferring to the Commonwealth for the use of the Massachusetts Agricultural College, a portion of the Cornelia Warren Estate at Waltham.

Bills J.H.Ritchie C.P.Hoyt

Treasurer Kenney presented bills from J. H. Ritchie and C. P. Hoyt for services rendered in preparing architects' plans for a gymnasium, a dormitory, and for remodelling the present library building. It was

VOTED: That if funds are available at the close of the current fiscal year, such funds be used to meet these obligations.

It was

Microbiology Laboratory Claims

VOTED: To authorize the payment of claims on account of the construction of the Microbiology laboratory, for which an appropriation was made

in 1915, in accordance with the recommendation of the State Attorney General.

Meeting adjourned at 3:50 P. M.

_____ Chairman

Ralph J. Watts Secretary

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MINUTES OF MEETING OF TRUSTEES COMMITTEE ON

EXPERIMENT DEPARTMENT

Boston City Club, September 14, 1923

The Committee convened at 4:30 P. M. with the Chairman, Mr. Charles H. Preston, presiding.

PRESENT: Trustees Preston, Gilbert, Pollard, and Butterfield. Dean Lewis and Director Haskell were also present.

It was

Food Supply Studies

VOTED: To accept the recommendation of Director Haskell that the outline submitted by Dr. McFall for Boston Food Supply studies be accepted in principle as the outline for (distribution and marketing) research work by all state and government agencies working in Massachusetts; in effect, as the State program; but that the specific pieces of research work undertaken by the Station (under this program) should be those agreed upon by the State Commissioner of Agriculture and the Director, as ones which properly differentiate between what is in reality a part of the State regulatory work, and what may properly classify as basic research in agricultural economics.

Feed and Fertilizer Control

Director Haskell reported that he and Commissioner Gilbert request that the question of the proposed transfer of Feed and Fertilizer control from the Experiment Station to the State Department of Agriculture, be carried as unfinished business, until such time as they may present to the Trustees a detailed plan for the transfer of these regulatory activities.

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Director Haskell presented the budget for Experiment Station expenditures for 1924. It was

VOTED: To endorse the salary increases for members of the Experiment Station staff, and the list of new positions, as submitted in the budget. — Salary Increas New Positions

VOTED: To approve the schedule, as amended, for maintenance of the Experiment Station, as included in the budget. — Budget Exp. Station

VOTED: To approve as submitted by Director Haskell the appropriations for the execution in 1924 of the Dairy Law, Feed Law, Fertilizer Law, and Poultry Disease Elimination Law. — Control Laws

VOTED: To endorse the salary increases submitted by Director Haskell for members of the Control Service staff. — Salary Increas Control Servic

VOTED: To approve as submitted by Director Haskell, the budget for the maintenance in 1924 of the Market Garden Field Station — Budget Market Garden Field Station

VOTED: To approve of the Experiment Station joining the Connecticut Valley Tobacco Association, subject to the approval of the Commission on Administration and Finance, and of the Attorney General. — Conn. Valley Tobacco Asso.

Director Haskell presented a draft of a proposed bill to be introduced into the Legislature of 1924, providing for the appointment of a commission to study the problem of the food supply of Massachusetts. — Commission on Food Supply

It was

VOTED: To recommend to the Trustees the approval of the plan of the Experiment Station participating in the study of the Massachusetts Food Supply. — Exp. Station and Food Suppl

Meeting adjourned at 5:50 P. M.

_____ Chairman

Ralph J. Watte Secretary

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MINUTES OF MEETING OF TRUSTEES COMMITTEE ON FINANCE

Boston City Club, September 14, 1923

The Committee convened at 6:30 P. M. with the Chairman, Mr. Charles A. Gleason, presiding.

PRESENT: Trustees Gleason, Bowditch, Ellis, Pollard, and Butterfield. Dean Lewis and Treasurer Kenney were also present.

Automobile Rate

Treasurer Kenney reported that the rate of compensation for personally owned automobiles when used in State service, had been reduced to six cents per mile. Directors Haskell and Willard explained the effect upon their work of this ruling. It was

VOTED: That in case a hearing on this ruling is held before the Governor, this institution be represented by a committee to be designated by the President.

Purchase of Trucks and Touring Cars

VOTED: That there be added to the legislative budget for 1924, an amount sufficient to purchase three trucks and two touring cars for use at the institution.

Correspondence Courses. Fee for veterans

VOTED: That the regular fee be charged for veterans enrolling in correspondence courses offered by the Extension Service.

Asst. to Treasurer

VOTED: To establish the position of Assistant to the Treasurer.

Expenditures

VOTED: To leave to the President, the Dean, and the Treasurer, with power, the question of expenditures by departments during the last months of the fiscal year.

Credit in excess of $10.

VOTED: That credit in excess of $10 be extended to parties making purchases from the College, only with the approval of the Treasurer.

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Treasurer Kenney reported on the purchase of coal. Coal

The budget for current maintenance for 1924 was considered, and it was Budget, Current Maintenance

VOTED: To refer the budget to the Trustees without recommendation.

Meeting adjourned at 8:55 P. M.

_____ Chairman

Ralph J. Watts Secretary

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MINUTES OF MEETING OF THE TRUSTEES COMMITTEE ON EXTENSION SERVICE

Boston City Club, January 3, 1924

The Committee convened at 11:15 A. M. In the absence of Mr. Howe, Mr. Nathaniel I. Bowditch was chosen to serve as chairman.

PRESENT: Trustees Bowditch, Ellis, Gilbert, and Butterfield. Dean Lewis and Director Willard were also present.

"Objectives of Extension Work"

Director Willard presented a memorandum defining the "Objectives of Extension Work"; this was discussed at length. He also presented and the Committee discussed the following topics:

Legal basis of Extension work and cooperation with the U.S.D.A.
Policy pursued relative to the development of the professional staff at the College and in the counties.
Salary standards and control thereof.
Limitation on out-of-state travel for extension workers.
Restrictions on printing of bulletins.
Administration of the Market Garden Field Station.
Trustee inspection of extension work.

On motion of Dr. Gilbert, it was

Out-of-state travel for Extension Workers

U.S.D.A.

VOTED: To recommend to the Trustees that requests for out-of-state travel for Extension Service workers, for attendance at conferences of administrators and specialists called by the U.S.D.A., or for purposes in support of regularly approved projects, expenses of which may legally be financed from Federal funds,

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be referred with power to the President, the Treasurer, and the Director of the Extension Service.

On motion of Mr. Ellis, it was

VOTED: To recommend to the Trustees that they inspect the Extension work in the field, whenever occasion for so doing is presented to them by the Director.

Inspection of Extension Work by Trustees

Meeting adjourned at 12:35 P.M.

Acting Chairman

Ralph J. Watts Secretary

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MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, January 3, 1924

The Committee convened at 12:45 P.M. with the Chairman, Mr. George H. Ellis, presiding.

PRESENT: Trustees Ellis, Bacon, Clark, Gerrett, Wheeler, and Butterfield. Dean Lewis, Treasurer Kenney, Prof. Hicks, and Mr. Ritchie were also present.

Road Construction On Campus

The President reported the proposal for the construction of various types of road construction for the campus as prepared by Mr. L. R. Sellew of the Division of Highways of the State Department of Public Works. After discussion it was

VOTED: To authorize the President to secure estimates of cost of the program of road construction as submitted.

Treasurer's Report Special Appropriations

The Treasurer reported on expenditures of the various special appropriations of 1923 as follows:

Chemistry laboratory
Tillson Farm improvements
Service buildings, Division of Horticulture
Farm House
Roads and walks.

Department of Physical Education

Professor Hicks presented and discussed plans for the development of equipment for the Department of Physical Education, summarized as follows:

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Physical Education Building	$350,000
Service Lines, Physical Education Building	18,000
Equipment, Physical Education Building ...	16,092
Land, Physical Education Building	10,000
Women's Gymnasium	15,000
Equipment, Women's Gymnasium	1,500
General Field Equipment	10,200
Remodelling present Drill Hall	5,000
Grading New Athletic Field areas	38,030
Improvement of new area	6,500
Drainage of new area	3,290
Development of grounds adjacent to Physical Education Building	4,500
Approaches, Gate Ticket Houses	6,000
	$484,112

The Treasurer asked the advice of the Committee as to the payment of bills incurred by J. H. Ritchie and C. P. Hoyt in preparing architect's plans for certain buildings, and it was

Payment of Bills J.H.Ritchie C.P.Hoyt

VOTED: To authorize the payment of the following bills from the current appropriation of 1924:

For library plans	$1,446.37
For dormitory plans	564.35
For gymnasium plans	323.30

Meeting adjourned at 2:10 P. M.

_____ Chairman

Ralph J. Watts Secretary

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MINUTES OF MEETING OF THE TRUSTEES COMMITTEE ON FARM

Boston City Club, January 3, 1924

The Committee convened at 3:35 P.M. with the Chairman, Mr. Nathaniel I. Bowditch, presiding.

PRESENT: Trustees Bowditch, Ellis, Gerrett, Gilbert, Richardson, and Butterfield. Professor Foord was also present.

Professor Foord reported that E. J. Montague, farm superintendent, is considering a position elsewhere, and after discussion it was

E.J.Montague Salary Increase

VOTED: To recommend to the Trustees that the salary of E. J. Montague be increased to $2,500 per year effective June 1, 1924.

On motion of Dr. Gilbert, it was

Sale of Milk to Staff

VOTED: That milk sold to members of the staff be charged for at the going wholesale rate.

Rental of Land, W.H.Harrison, Poultry Dept.

VOTED: To recommend to the Trustees that twelve acres of land, more or less, be rented from Walter H.Harrison, at an annual rental not to exceed $70 for use by the Department of Poultry Husbandry.

Purchase of Live Stock

Professor Foord reported on the purchase of live stock from the special appropriation of 1923 made for this purpose.

Meeting adjourned at 4:30 P. M.

_____ Chairman

Ralph J. Watts Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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MINUTES OF MEETING OF TRUSTEES COMMITTEE ON FINANCE

Boston City Club, January 3, 1924

The Committee convened at 4:35 P.M. with the Chairman, Mr. Charles A. Gleason, presiding.

PRESENT: Trustees Gleason, Bowditch, Clark, Ellis, Pollard, Richardson, and Butterfield. Treasurer Kenney was also present.

On motion of Mr. Bowditch it was

Financed

VOTED: That the regulations prescribed by the State Comptroller for the use of personally owned automobiles supersede those promulgated by the Trustees at a previous date.

Automobile Regulations

VOTED: That from September, 1923, the standard rate of pay for student labor be 30 cents per hour; that the maximum rate be 40 cents per hour and that rates in excess of the standard be approved in advance by the Treasurer; and that with the approval of the President, students doing highly specialized work may be paid a maximum of 50 cents per hour.

Student Labor Rate

VOTED: That $25 be used from the income of the Sessions fund for the purchase of new cuts for the Boys' Camp circulars.

Purchase of Boys' Camp Circulars

In consideration of the additional duties assumed by C. A. Jewett, Superintendent of Buildings, occasioned by the leave of absence granted Mr. Butterworth, the engineer, and on motion of Mr. Clark, it was

C.A.Jewett

VOTED: That from January 1, 1924, Mr. Jewett be allowed the use of his house without payment of rent.

Use of House

On motion of Mr. Bowditch it was

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J.D.W.French Fund Student Stock Judging Team National Dairy Show

VOTED: To use such of the income from the J.D.W. French Fund as is necessary for the annual expenses of the student Stock Judging team, accompanied by an instructor, to compete at the National Dairy Show or at the National Live Stock Show.

Treasurer's Report

The Treasurer presented reports covering the following for the fiscal year ended November 30, 1923:

Special Appropriations

Dining Hall account.
Coal used in 1923, cost, and requirements for 1924
Massachusetts Agricultural Club Fund
D. K. Bangs Fund
Annual Report

The annual report of the Treasurer was by vote approved and recommended to the Trustees for acceptance.

It was

Frank Gerrett, Assistant Auditor

VOTED: To authorize the payment to Mr. Frank Gerrett of $100 annually in 1923 and 1924 for services as assistant auditor.

Meeting adjourned at 6:00 P.M.

_____ Chairman

Ralph J. Watts Secretary

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MINUTES OF THE MEETING OF TRUSTEE COMMITTEE ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Boston City Club, March 27, 1924

The Committee convened at 12:45 P. M. Until the arrival of Mr. Ellis, Mr. Gerrett by vote, served as Chairman.

PRESENT: Trustees Ellis, Clark, Gerrett, Preston, Wheeler and President Butterfield. Treasurer Kenney was also present.

Mr. Kenney presented plans indicating the proposed use of the appropriation of $1,000 granted by the Legislature of 1924 for the construction of new walks. After discussion it was

Appropriation for new walks

VOTED: To refer the expenditure of this appropriation to Messrs. Ellis, Gerrett, and Kenney with power.

The President read a letter from Dr. Gage suggesting that the Veterinary Laboratory be called Paige Hall instead of Paige Laboratory as previously voted by the Trustees. This matter was referred to the Trustees without recommendation from the Committee.

Paige Lab.

Mr. Kenney presented plans for the construction of the Head-house for the greenhouse now utilized by the Department of Agronomy for which an appropriation of $2,650 has been made by the Legislature of 1924 and it was

Appropriation for head-house for greenhouse

COMMITTEE

Construction of head-house

VOTED: To authorize the construction of the Head-house on the basis of plans and estimates of cost submitted.

Tobacco barn construction of

Mr. Kenney presented plans and estimates for the construction of a tobacco barn, an appropriation of $3,000 for which has been made by the Legislature of 1924 and it was

VOTED: To leave the construction of the tobacco barn, with power, to Mr. Kenney and Director Haskell.

Rur. Eng. Bldg.

Mr. Kenney presented plans and estimates of cost for the addition to the Rural Engineering Building for which an appropriation of $15,000 has been made by the Legislature of 1924 and it was

VOTED: To approve the plans as submitted and to authorize the construction of the addition, under the direction of Mr. Kenney and Professor Gunness.

Use of land for State Forest Nursery

Mr. Kenney reported on the use of land by the State Department of Conservation for a State Forest Nursery and after discussion it was

Future policy of developing State Forest Nursery on College land.

VOTED: To recommend to the Trustees that a special Committee consisting of the Chairman of the Committees on Buildings and Arrangement of Grounds, Experiment Department, and Farm, be requested to consult with members of the staff affected by this arrangement, and with the Commissioner of Conservation relative to the future policy of developing and maintaining a State Forest Nursery on land owned by the Massachusetts Agricultural College.

Expenditures for Chemistry Laboratory

Mr. Kenney presented a report on the expenditures to March 1, 1924 on the construction of the Chemistry Laboratory and stated that the heating contractor has asked for an opportunity to present to the Committee on this day,

Re-imbursement for delay in completing Chem. bldg.

a claim for re-imbursement for losses alleged to have been

incurred on account of delay of the general contractor in completing the building.

Protection of property and traffic on campus

The President presented a report from the committee appointed to consider necessary rules and regulations pertaining to the protection of property and traffic on the grounds of the College and after discussion it was

Provisions for traffic rules and protection of property

VOTED: To recommend to the Trustees the adoption of the plan proposed by this Committee with the following provisions:

1. That all rules made by the Commission to be appointed under this plan, be subject to the approval of the President.

2. That the discipline of college students other than that involved by their violating State law be retained by the Dean.

Projects for special legislative appropriation, 1925

It was agreed that this Committee should meet in Amherst at 8:30 A. M. May 15th to consider projects for special legislative appropriation in 1925.

Walworth-English,-Flett claim, heating contract

Representatives of Walworth-English-Flett, heating contractors for the Chemistry Building appeared before the Committee and presented a claim totalling $4,189.50 representing the alleged loss to them on account of the delay on the part of the general contractor in completing the construction of the Chemistry Laboratory. Mr. James H. Ritchie and a representative of French and Hubbard, engineers for the building were also present.

After discussion, in executive session, the Committee

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VOTED: To instruct the Treasurer to notify the representatives of Walworth-English-Flett, that in view of the specifications of the contract and in view of the lack of authority of the Trustees to modify this contract, favorable consideration cannot be given to the claim set up for extra compensation in the execution of the heating contract for the Chemistry Laboratory.

The meeting adjourned at 3:50 P. M.

_____ Chairman

Ralph W. J. Watts Secretary

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MINUTES OF MEETING OF TRUSTEES COMMITTEE ON

COURSE OF STUDY AND FACULTY

Parker House, Boston, March 27, 1924

The Committee convened at 4:45 P. M. with the Chairman, Mr. William Wheeler, presiding.

PRESENT: Trustees Wheeler, Dewey, Gilbert, Smith and President Butterfield. Dean Lewis, Professor Hicks, Professor Welles and Miss Skinner were also present.

The President stated that the purpose of the meeting is to consider enlarging the scope of the College through various courses which will be described by members of the staff present; in accordance therewith, the following plans were briefly presented:

Scope of the College

1. Course in Home Economics designed primarily to train home-makers.

Home Economics

Miss Skinner stated that the program presented could be fully carried out with two additional instructors.

2. The President stated that the College could function more completely as a food supply institution by adding one teacher in Business Administration and by enlarging the work of the Experiment Station and Extension Service.

Function of the College

3. Course in General Science.

General Science course

Dean Lewis presented an outline of a course in

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General Science constructed from the courses now offered, indicating that no additional teachers would be necessary to carry out the objectives of this course.

Training of Teachers of Science

4. Training of Teachers of Science.

Professor Welles presented an outline of a course designed to train teachers of science for High Schools, this course being a combination of courses already offered; he stated that no additional teachers would be required.

Course for teachers of Athletics

5. Training of Teachers of Athletics for High Schools.

Professor Hicks outlined a proposed course for the training of teachers of athletics, involving courses now given and a number of new courses to be organized within his Department. He stated that these plans cannot be carried out unless a gymnasium and other equipment for his Department are made available. Additional instructors will also be required.

Modification of Course of Study at M.A.C.

The President read a questionnaire which he had recently sent to a limited number of high school principals in Massachusetts asking their opinion concerning certain modifications in the course of study at M. A. C., and as to changes in entrance requirements to the College. He also presented a digest of the replies received to these letters.

In executive session these projects were discussed at length and it was

VOTED: To recommend to the Trustees that the President be authorized to develop as rapidly

as funds permit, work in Home Economics as a training for home-making.

Work in Home Economics

Miss Skinner was requested to re-state the objectives of the course in terms of preparation primarily for home-making.

Objectives of the course

It was

VOTED: To refer the other proposals made for the modification of the courses of study, to the President for further study and for a more definite statement and recommendation to the Trustees as to the main issues involved in these proposed expansions.

Study of other proposal

The President reported that the Massachusetts Society for the Promotion of Agriculture had offered for the next college year, $1,000 to be awarded as scholarships to students in Agriculture and Horticulture. He also reported a bequest of $25,000 from the estate of the late Frederick G. Crane of Dalton, the income of which is to be used for the assistance of needy students at M. A. C.

Mass. Society for Promotion of Agriculture scholarships

Bequest of F. G. Crane, Dalton

The President read a request from Director John Phelan for a leave of absence on full pay for six months from October 1, 1924 and it was

Director Phelan, leave of absence

VOTED: To recommend to the Trustees, that subject to the approval of the Governor, a leave of absence be granted to Director John Phelan for six months from October 1, 1924 on full pay.

It was

VOTED: That for the Legislature of 1925 there be prepared a bill seeking permission for the Trustees to grant leaves of absences for members of the staff having rendered long service for the College.

Leaves of absence for long service

The meeting adjourned at 7:50 P. M.

_____Chairman

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF JOINT MEETING OF THE TRUSTEES

COMMITTEES ON FARM AND HORTICULTURE

President's Office, Amherst, April 1, 1924

The Committee convened at 9:10 A. M. President Butterfield, by vote, was chosen Chairman.

PRESENT: Trustees Frost, Clark, Ellis, Gerrett, Richardson and President Butterfield. Dean Lewis, Treasurer Kenney, Professor Waugh and Professor Foord were also present.

Committee on Campus Labor

In accordance with the recommendation of the Committee on Campus Labor, it was

Unskilled labor

VOTED: That authorization be requested from the Commission on Administration and Finance to establish a maximum rate of $4.00 per day for unskilled temporary labor during the coming season.

The President submitted the following memoranda:

1923 expenditures for producing departments

1. Analysis of apportionment and expenditures for producing departments in 1923.

1923 expenditures

2. Analysis of apportionment and expenditures for other departments in 1923.

Producing depts. 1916-1924

3. Analysis of apportionment and expenditures of producing departments from 1916 to 1924.

After discussion it was

1924 apportionment for producing departments

VOTED: That an apportionment of $120,300 be made for the producing departments in 1924 and that this amount be distributed to the various departments on approximately the same basis as their apportionment of 1923.

Over-draft of the Farm

The Committee discussed at length, methods for reducing the gross expenditures of the Farm and particularly the question of preventing an over-draft in the current apportionment. It was agreed that while the gross

apportionment might not be reduced, there should be no over-draft in apportionment as finally made; in order to insure no over-draft in apportionment, it was agreed that there should be, as soon as possible, a reduction in the number of animals kept in each of the dairy breeds.

Reduction in number of each breed

The Farm Committee

VOTED: That in view of the agreement with the Commission on Administration and Finance, the salary of E. J. Montague should be $2,250 per year, effective June 1, 1924.

E. J. Montague salary

The question of charging house rent to Mr. Smith and Mr. Hescock who are to occupy the bungalows recently constructed near the sheep barns, was discussed at length and it was

Rent of Mr. Smith and Mr. Hescock

VOTED: To refer to Mr. Ellis and Mr. Richardson with power, the question of the payment of rent by Messrs. Smith and Hescock and also the question of increasing the wages of these employees, it being understood that this Committee will consult with the Commission on Administration and Finance.

Rent and wage of Messrs. Smith and Hescock

Professor Foord was authorized to assure Mr. Smith and Mr. Hescock that the Trustees will endeavor to secure an increase in their salary and that house rent will probably be charged them.

Professor Foord submitted the crop and fertilizer schedule for 1924 which, by vote, was approved.

Crop and fertilizer schedule

The Farm Committee discussed the advisability of Professor Foord's taking a leave of absence for approximately six months from April 1st, as voted by the Trustees under date of September 15, 1923. It was the unanimous opinion

Prof. Foord's leave of absence

COMMITTEE

of the Committee that Professor Foord should take this leave of absence and that the President should make such adjustments as are necessary for carrying on responsibilities that are now assigned to Professor Foord.

At 11:15 A. M. The Committee adjourned for inspection of the farm.

State Forest Nursery on College land

At luncheon the joint committee discussed the policy which should be pursued in retaining the State Forest Nursery on the College grounds and it was the opinion of this Committee that the State Forest Nursery should be continued on land owned by the College, subject to a satisfactory adjustment being made by the Department of Conservation so that hours and rate of pay of labor employed on the State Forest Nursery will not place the College at a disadvantage in employing labor of a similar type.

The meeting adjourned at 1:10 P. M.

_____ Chairman

Raeph J. Watts Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Indexed

MINUTES OF MEETING OF TRUSTEES COMMITTEE ON FINANCE

Comptroller's Office, State House, Boston

May 8, 1924, at 10:30 A. M.

PRESENT: Trustees Gleason, Richardson, Bowditch, Clark and Smith; Comptroller McCormick of the Commission on Administration and Finance and Treasurer Kenney.

The Treasurer made a recommendation in regard to the handling of the accounts as outlined in the Comptroller's statement before the full Board of Trustees April 18. After some discussion, it was agreed between the Comptroller and the Committee that the following suggestions be adopted:

Handling of accounts

1. That the College will pay as heretofore all bills for personal service, all travel, all freight, and express bills, all post-office bills, all milk bills, and all small sundry bills where it is more convenient to pay cash than to have bills rendered.

Bills

2. Send schedules each day to the Commissioner of Education, including discount and all other bills.

Discount bills

3. The schedules to be sworn to and approved by the Treasurer or the Assistant to the Treasurer.

Schedules

4. The auditors to meet the third day of each month to examine the bills and certify to the schedules that have been sent down during the previous month.

Auditors

5. Any corrections or changes desired by the auditors will be immediately reported to the Commissioner of Education, and such changes or corrections will be made promptly.

Changes or corrections

6. Chairman Gleason called the attention of the Comptroller to the balance carried by the Commonwealth in the First National Bank of Amherst, and suggested that no change be made in the amount of this balance.

First Nat. Bank, Amherst-balance

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Comptroller McCormick stated that no change would be made until after a very thorough investigation, and that an ample balance would always be carried to care for the accounts to be paid at the College.

The meeting adjourned.

Fred C. Kenney

Secretary, Pro tem

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF THE MEETING OF THE TRUSTEES COMMITTEE

ON BUILDINGS AND ARRANGEMENT OF GROUNDS

Indexed

President's Office, Amherst, Mass., May 15, 1924 at 8:30 A.M.

PRESENT: Trustees Ellis, Clark, Gerrett, Preston and Butterfield. Treasurer Kenney and Dean Lewis were also present.

The Committee considered various projects for special legislative appropriation in 1925, these being explained by the Heads of the various departments presenting them.

Projects

Professor Waugh and Mr. Dickinson submitted plans for the development of improved roads and walks on the campus, these plans having been prepared in consultation with a representative of the State Department of Public Works; it was

Improved roads and walks

VOTED: To approve and to recommend to the Trustees the plan as presented, for the development of roads and walks on the College estate.

Mr. Kenney reported that Mr. Thomas F. Butterworth, Engineer, expects to be retained permanently in the service of the State Department of Administration and Finance and presented Mr. Bovenci as a candidate for the vacancy thus created.

Thomas F. Butterworth

Mr. Bovenci

In connection with the project for the establishment of a training home for women students it was

Training home for women students

VOTED: To request Miss Skinner to study this problem further, to consider the use of the Experiment Station farm-house, and to report at a later meeting of the Committee.

Phys. Ed. equipment

Professor Hicks presented plans and estimates for the complete equipment for the Department of Physical Education.

Accommodations for State Police

The Committee discussed the possibility of furnishing accommodations for the State Police now located in this district, also the possibility of furnishing stable accommodations for the horses used by the same.

Farm garage

In connection with the project for a garage at the Farm, it was

VOTED: To request Professor Foord to secure estimates on the cost of a six-car garage and to report to the Committee at a subsequent date.

Egg Laying contest

In connection with the project submitted by Professor Graham for an appropriation to provide equipment necessary to conduct an egg laying contest, it was

VOTED: That a special Committee of three be appointed to consult with Professor Graham and the Massachusetts Poultrymen's Association, to ascertain the extent to which the latter will co-operate in developing plans for such a project.

Special projects

At 12:10 P. M. the Committee adjourned for luncheon and for inspection of the various special projects under consideration.

The Executive session was resumed at 3:30 P. M. It was

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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VOTED: To approve and recommend to the Trustees the following projects for special legislative appropriation in 1925:

Projects for special legislative appropriation

Livestock Replacement	$ 4,000
Hort'l Mfg. Building	60,000
Living quarters for foreman at Tillson Farm	6,000
Fencing Fruit plantations	3,000
Tunnel to first pit South of Power Plant	4,615
New Steam Line from East Experiment Station to Microbiology Bldg.	4,705
Culvert for brook in ravine	2,505
Roads and Walks	10,000
Tunnel from Power Plant to Stockbridge Hall	38,500
Women's Gymnasium and Equipment	16,450
	$149,775

It was

VOTED: To refer to the Trustees without recommendation the project for a refrigerating plant at Paige Laboratory and the projects submitted by Professor Hicks for the complete equipment for the Department of Physical Education.

Refrigerating plant, Paige Lab.

Phys. Ed. equipment

It was

VOTED: To approve as presented the plans for grading around the Chemistry Laboratory, it being understood that the first permanent walk to be installed be that leading from the main entrance to the road.

Grading at Chem. Lab.

It was

VOTED: To recommend to the Trustees that the Amherst Water Company be permitted to supply water to tenants occupying houses on the North Hadley Road near the College estate, from mains laid in that vicinity and belonging to the College, it being understood that water thus furnished shall be paid for by the tenants, and deducted from the amount metered to the College.

Amherst Water Company

It was

VOTED: That the Treasurer notify French and Hubbard that the College can allow no extra compensa-

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Fire insurance extension on Chem. Lab.

tion to provide for the extension of fire insurance on the Chemistry Building, such extension being necessitated by the delay in completing the construction.

It was

State Police

VOTED: That a special committee consisting of Mr. Bowditch, Dean Lewis and Treasurer Kenney represent the Trustees in further negotiations with the State Police relative to the College furnishing accommodations for the detail located in this district.

The meeting adjourned at 4:30 P. M.

Chairman

Ralph J. Watts Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Indexed

MINUTES OF MEETING OF THE TRUSTEES COMMITTEE ON EXPERIMENT DEPARTMENT

Director's Office, Amherst, Mass. May 15, 1924

Following an inspection of the Harlow Farm, the Tillson Farm and the Brooks Farm, the Committee convened at 4:00 P. M. with the Chairman, Mr. Preston, presiding.

PRESENT: Trustees Preston and Pollard. Director Haskell and Vice-Director Lindsey were also present.

Apportionments

The Director presented the budget and the department apportionments for the current fiscal year. These apportionments were by vote, approved.

The following report was made relative to Experiment Station projects:

Projects transferred to inactive list, discontinued, completed

Transferred to Inactive List

Botany 5. Study of plant stimulation by formaldehyde
Chemistry 3. Summer forage crops.
Entomology 2. Economic importance of digger wasps
Entomology 3. Control of the onion maggot.
Microbiology 1. Microbiological investigations in milk
Microbiology 3. Canning investigations.

Discontinued

Agriculture 4. Methods of applying lime and quantity of application.
Agriculture 6. Top-dressing permanent grasslands
Agriculture 8. Determination of effect of fertilizer on the germination of onion seed
Botany 12. Potato spraying versus dusting in the control of late blight.
Market Garden Field Station 4. Variety and strain test of tomatoes.
Market Garden Field Station 5. Control by means of inter-cropping.

Completed

Animal Husbandry 2. Survey of garbage feeding plants in Massachusetts.
Agricultural Economics 1. Local balance of trade in farm products
Agricultural Economics 5. Farm ownership
Botany 10. Apple disease control investigations
Chemistry 2. Digestion experiments
Chemistry 6. Lime absorption and acidity of Field A
Chemistry 7. Effect of sulphate and muriate on soils of Fields A and B
Chemistry 9. Determining the digestibility and metabolizab energy in feeds for horses
Chemistry 10. Experiments in feeding pigs
Chemistry 12. Attempting to improve the nutritive value of grain hulls - oat hulls
Chemistry 13. A new method for the analysis of dry lime sulphur mixtures.
Chemistry 18. Determining the mineral constituents of forage crops.
Fertilizer 1. Vegetation test to study nitrogen availability
Entomology 1. Study of causes of burning of foliage by insecticides

New Projects

New Projects

Agronomy 3. Soil fertility studies on South soil test
Agronomy 4. Study of residual effects of fertilizers
Botany 17. Study of apple black rot control and the dusting schedule.
Chemistry 21. Study of nitrogen fixation in the presence of, or as the result of, growth of legumes versus non-legumes under certain defined agronomic conditions
Market Garden Field Station 7. Study of the factors influencing heading of lettuce
Market Garden Field Station 8. Study of conditions affecting the production and vegetative propagation of Washington asparagus
Market Garden Field Station 9. Investigation of susceptibility to corn borer attack of varieties of sweet corn as influenced by time of planting.
Market Garden Field Station 10. Variety improvement through seed and root selection
(a) The improvement of beets (Beta vulgaris) through selection of roots and seed production
(b) The improvement of carrots (Daucus carota) through selection of roots and seed production

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This report was accepted and the new projects authorized.

New Projects authorized

The Director reported that the legislative bill designed to change the fee charged on feed inspections had been referred to the next general court. Also that similar action had been taken on the bill designed to exempt the publications of the Experiment Station from the control of the Commission on Administration and Finance.

Feed inspection fees

Experiment Station publications

It was

VOTED: To recommend to the Board of Trustees that a formal protest be made to the Governor and Council against the poor quality of printing now being done under the supervision of the State Commission on Administration and Finance and against the delay in publication of important documents.

Printing and delay in publication

The meeting adjourned at 5:00 P. M.

_____ Chairman

Ralph J. Watts Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

Indexed

MINUTES OF MEETING OF TRUSTEES COMMITTEE ON FINANCE

Draper Hall, May 15, 1924 at 6:30 P. M.

PRESENT: Trustees Gleason, Bowditch, Clark, Ellis, Pollard, Richardson and Butterfield. Dean Lewis was also present.

Until the arrival of Mr. Gleason, Mr. Bowditch was by vote chosen to serve as temporary chairman.

Emergency fund-Poultry Husbandry $1,000

The President reported that application had been made through the Department of Education for $1,000 from the emergency fund for use during the current fiscal year by the Department of Poultry Husbandry.

Div. of Humanities

The Dean explained certain proposed re-adjustments within the Division of Humanities.

Salary schedule

The President presented a schedule of salary increases for the professional and clerical staffs to be effective September 1, 1924. After discussion it was

Prof. Fawcett Salary

VOTED: To approve as presented and recommend to the Trustees the schedule of salary increases with the exception of the proposed increase for Professor Fawcett whose case will be given further consideration.

It was

Increase for laborers

VOTED: To authorize the presentation to the State House officials of the proposed increases for skilled and unskilled laborers as submitted by the President.

The meeting adjourned at 7:55 P. M.

_____ Chairman

Rachel D. Potter Secretary

COMMITTEE

THE MASSACHUSETTS AGRICULTURAL COLLEGE

MINUTES OF MEETING OF THE TRUSTEES COMMITTEE ON COURSE OF STUDY AND FACULTY

Boston City Club, September 4, 1924

Indexed

The Committee convened at 10:15 A.M. with the Chairman, Mr. William Wheeler, presiding.

PRESENT: Trustees Wheeler, Bacon, Chandler, Dewey, Gannon, and Acting President Lewis.

The Committee considered the salary increases as recommended by the Acting President for members of the staffs of administration and instruction to be included in the budget for 1925. After discussion it was

Salary increases

VOTED: To approve and recommend to the Trustees, the increases proposed for members of the administration staff.

Administration staff

It was

VOTED: To approve and recommend to the Trustees, the increases proposed for members of the instruction staff.

Instruction staff

It was

VOTED: To approve the estimates for vacancies to be filled on instruction account.

Vacancies

Consideration was given to the list of new positions requested by various department heads and it was

New positions

VOTED: To approve the position of Curator in the Department of Chemistry and to pass over all other items presented in this list.

Curator in Dept. of Chem.

It was the sentiment of the committee that the position of Director of Short Courses should be filled as

Director of Short Courses

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soon as possible at a salary of from $3600 to $4500.

The meeting adjourned at 11:45 A. M.

_____Chairman

Ralph J. Watts Secretary

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MINUTES OF MEETING OF THE TRUSTEES COMMITTEE ON EXTENSION SERVICE

Indexed

Boston City Club, September 4, 1924

The meeting convened at 12:45 P. M. with the Chairman, Mr. Bowditch, presiding.

PRESENT: Trustees Bowditch, Chandler, Dewey, Ellis, Frost, Gannon, Gilbert and Acting President Lewis. Director Willard was also present.

Director Willard discussed the following problems of the Extension Service:

Extension Service problems

1. Printing problems
2. Publications and mailing
3. Working space in Extension Service offices
4. Housing groups attending conferences at the College

It was

VOTED: To recommend to the Trustees that a charge be made for technical bulletins when sent to individuals, other than public officials, from other states.

Charge for technical bulletins

Director Willard reviewed the history of the cooperative relationships between the College and the Essex County officials relative to Extension Service in that county. No formal action was taken.

Essex County relations

Discussion ensued as to cooperation between the Middlesex County Extension Service and the College in

COMMITTEE

Middlesex County Ex. Service headquarters M.G.F.S.

establishing headquarters at the Market Garden Field Station at Waltham. It was unanimously agreed that it would be desirable to provide headquarters for the Middlesex County Extension Service in the office building to be erected in connection with the greenhouses.

Extension Service Budget

Consideration was given to the budget for Extension Service expenditures for 1925 as submitted by the Acting President. With certain modifications, the budget was approved and recommended to the Finance Committee.

New England Dairy System

Director Willard explained the position which the College had taken in connection with the recent discussion concerning the New England Dairy system.

The meeting adjourned at 3:00 P. M.

_____ Chairman

Ralph J. Watts Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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MINUTES OF MEETING OF THE TRUSTEES COMMITTEE ON EXPERIMENT DEPARTMENT

Boston City Club, September 4, 1924

The Committee convened at 3:15 P. M. In the absence of Mr. Preston, Mr. Frost served as Chairman.

PRESENT: Trustees Frost, Chandler, Gilbert, and Acting President Lewis. Director Haskell was also present.

Detailed consideration was given to the budget for current expenses for 1925 and it was

VOTED: To approve the budget for personal service, including salary increases, but with certain amendments with respect to new positions; also the budget for maintenance, and recommend the same to the Finance Committee.

Personal service budget for current expenses

It was

VOTED: To approve and recommend to the Finance Committee the budget for control service as presented.

Control Service budget

It was

VOTED: To recommend to the Trustees that an item of $1,000 be added to the budget for special legislative appropriations in 1925, for the purchase of additional land for the cranberry station at Wareham.

Cranberry Station

The meeting adjourned at 4:30 P. M.

_____ Chairman

Ralph J. Watts Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF MEETING OF THE TRUSTEES COMMITTEE ON FINANCE

Boston City Club, September 4, 1924

The meeting convened at 5:45 P. M. with the Chairman, Mr. Gleason, presiding.

PRESENT: Trustees, Gleason, Bowditch, Ellis and Acting President Lewis. Treasurer Kenney was also present.

Erection of greenhouses at M.G.F.S.

The Treasurer reported that the Department of Education had submitted blanks indicating that the Department of Education would make the contract in behalf of the College for the erection of the greenhouses and other buildings at the Market Garden Field Station at Waltham.

It was

College seal

VOTED: Not to permit the use of the college seal for commercial purposes.

Monroe calculators

The Treasurer reported on the delay in securing the delivery of two Monroe calculating machines.

Thomas F. Butterworth

The Treasurer reported the resignation of Thomas F. Butterworth as Chief Engineer and it was

Resignation of Thomas F. Butterworth

VOTED: To recommend to the Trustees that the Acting President and the Treasurer be authorized to fill the vacancy caused by the resignation of Thomas F. Butterworth, Chief Engineer.

French Fund

It was agreed that there should be paid from the accrued income of the French fund, the necessary traveling expenses for Professor V. A. Rice and Professor H. F.

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Judkins to attend the National Dairy Show at Milwaukee in 1924 for the purpose of accompanying student judging teams.

The budget for maintenance for 1925 was presented by the Acting President and considered by the Committee. It was agreed that this budget should be submitted without recommendation to the Trustees.

Maintenance budget for 1925

The meeting adjourned at 7:50 P. M.

_____ Chairman

Ralph J. Watts Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF THE CONFERENCE OF CERTAIN TRUSTEES

Boston City Club, October 22, 1924, at 11:40 A. M.

INDEXED

The Committee convened at 11:40 A. M.

PRESENT: Trustees Ellis, Wheeler, Gilbert, Bacon and Acting President Lewis.

Report of interview with Dr. Smith

This group met for the purpose of discussing suggestions which would be presented to the Special Committee of the Trustees on Administrative Relationships and on the Scope of the College, which is to meet October 31st. Mr. Wheeler reported on an interview which he had had with Dr. Smith at which a discussion of these subjects had taken place.

Report of Worcester meeting, Aug. 16, 1924

Dr. Gilbert reported on the Worcester meeting of August 16, 1924 and on subsequent events related thereto.

Meeting of agricultural organizations

Acting President Lewis reported on the meeting in Amherst of the Committee representing the agricultural organizations of the State.

Powers of Trustees and scope of the College

It was agreed that the Trustees should first seek a definition of their powers and that the consideration of the scope of the College should be deferred until such powers are defined.

Conference with Dr. Smith, Oct. 29, 1924

It was agreed that this Committee should confer with Commissioner Smith and Acting President Lewis before

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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the meeting of October 31st. Arrangements were made for this meeting with Dr. Smith on October 29th.

The meeting adjourned at 1:45. P. M.

_____ Chairman

Ralph J. Watts Secretary

MINUTES OF MEETING OF THE TRUSTEES' COMMITTEE FOR THE OPENING OF BIDS FOR THE ERECTION OF A GREENHOUSE AT THE MARKET GARDEN FIELD STATION AT WALTHAM.

Held at the office of the Market Garden Field Station at Waltham, Wednesday, September 24, 1924 at 10:30 A.M.

PRESENT: Mr. Harold L. Frost, Chairman, Mr. Fred C. Kenney, Treasurer, Mr. Paul W. Dempsey, Foreman, a representative of the King Construction Company, and a representative of the Lord and Burnham Company.

Bids were received from three companies as follows:

Lord and Burnham Company	$14,232.00
King Construction Company	12,340.00
American Greenhouse Manufacturing Company	12,000.00

It was agreed that the bid of the American Greenhouse Manufacturing Company should be accepted, and the Treasurer was authorized to so notify them.

The meeting adjourned.

Fred C. Kenney

Secretary pro tem

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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MINUTES OF THE CONFERENCE OF CERTAIN TRUSTEES

Boston City Club, October 29, 1924

The Trustees convened at 12 M with the Chairman, Mr. Wheeler presiding.

PRESENT: Trustees Wheeler, Smith, Bacon, Ellis, Frost Gilbert and Lewis.

Solution of administrative problems

This group met to discuss further the method of solution of the administrative problems now confronting the College. It was agreed that any legislative bill which should be introduced should be ready by December 5th.

Legislative bill

Commissioner Smith stated his views frankly covering the following:

Dr. Smith's views

1. Existing legislation gives to the Commissioner of Education a large measure of control over the Agricultural College.

2. Such control undoubtedly was not intended when the present legislation was framed but constant pressure has been brought on the Commissioner to exercise the control which is implied by the law.

3. The Commissioner is willing to seek the opinion of the Attorney General relative to the powers of the Trustees.

4. The Commissioner will oppose publicly any bill which places the Department of Education on the defensive.

5. It would be desirable if the College were to be freed entirely from any control by the Department of Education and made responsible directly to the Governor and Council.

6. An alternative would be to secure the passage of legislation defining the powers of the Trustees under existing legislation.

7. A third method would be to continue as at present hoping for relief through a series of rulings and adjustments. This only temporizes with the problem and is not desirable.

Dr. Smith's views

8. The Commissioner will welcome a complete detachment of the College from the Department of Education including the separation of the Commissioner from the Board of Trustees.

9. The Commissioner will take the initiative in proposing such legislation as the Trustees agree is desirable.

10. The Trustees may well analyze the present situation and decide at what points it wishes complete control reserved to itself and then seek legislation or administrative rulings to meet the situation.

Mr. Bacon expressed the opinion that the Trustees should seek relief from the Legislature only as a last resort stating that there is little hope of securing the passage of a legislative bill unless a good cause for such

Relief from Legislature as last resort

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a passsge can be shown, on the basis of past experience rather than on the basis of anticipated difficulties.

Pres. Lewis should define present issue

It was agreed that President Lewis should define the present issue and place the same before the Committee which meets October 31st.

Legislative bill, August 1921

It was further agreed that the draft of a legislative bill prepared in August 1921 should become the basis of discussion by the Committee.

The meeting adjourned at 2:40 P. M.

_____ Chairman

Ralph J. Watts Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF THE TRUSTEES COMMITTEE ON THE SCOPE OF THE COLLEGE AND ADMINISTRATIVE RELATIONSHIPS

Boston City Club, October 31, 1924

The Committee convened at 11:15 A. M. with the Chairman, Mr. Wheeler, presiding.

PRESENT: Trustees Wheeler, Bacon, Chandler, Ellis, Frost, Gerrett, Gilbert, Richardson, Smith and Lewis.

Acting President Lewis outlined the purpose of the meeting and explained that previous to this date the Boston members of the Committee had met twice for an informal discussion of the problem under consideration.

Meeting of Boston members

Commissioner Smith gave full expression to his views concerning the situation, affirming his willingness to cooperate with the Trustees in any manner which they may advise, stating that in his opinion the only method that will bring satisfactory relief to the College is the complete detachment of the College from the Department of Education.

Dr. Smith's views--complete detachment of the College from the Dept. of Education

Commissioner Gilbert advised that no legislation be sought at present, relying rather upon a satisfactory solution being brought about through further discussion with State House officials involved. He agreed, however, to give cordial support to any plan agreed upon by the Trustees.

No legislation at present

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Method of procedure of College business

After further discussion by all members present, Commissioner Smith suggested that there might be developed a memorandum covering the method of procedure which should be followed in carrying on the business of the College and it was

Sub-committee to study administrative problems and prepare legislation

VOTED: That the Chairman, Mr. Wheeler, designate a sub-committee of this committee to study further the problem of administrative relationships, and to prepare legislation, or to formulate a memorandum of agreement under which the business of the College shall be carried on; that this memorandum be submitted for opinion to the Attorney General; and that a special meeting of the Trustees be called at a date to be determined by this sub-committe to consider their report.

On motion of Dr. Gilbert it was

Sub-committee to study the scope of the College

VOTED: That the Chairman, Mr.Wheeler, appoint a sub-committee to consider the scope of the College and to report to this Committee at a subsequent date.

The meeting adjourned at 2:40 P. M.

_____ Chairman

Ralph J. Watts Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF TRUSTEE COMMITTEE ON FARM

INDEXED

M. A. C. Amherst, December 8, 1924

The Committee convened at Draper Hall M. A. C. at 12:15 P. M. The Chairman, Mr. N. I. Bowditch, presided.

PRESENT: Trustees Bowditch, Ellis, Gerrett, Richardson and Acting President Lewis .

Consideration was given to the question of filling the Headship of the Division of Agriculture. It was the opinion of the Committee that the position of Head of the Department of Animal Husbandry should be filled without necessarily waiting until a candidate may be found who may also serve acceptably as the Head of the Division of Agriculture.

Headship of Division of Agriculture

Head of Dept. of Animal Husbandry

It was agreed that the Acting President should consult with Mr. Montague relative to the possibility of his filling the position of the Head of the Department of Animal Husbandry and to report further to this Committee.

Mr. Montague--Head of Dept. of Animal Husbandry

The Committee favored the appointment of J. J. Smith as shepherd at the farm.

J. J. Smith--Shepherd

THE MASSACHUSETTS AGRICULTURAL COLLEGE

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Inspection of livestock

At 2:45 P. M. the Committee adjourned for inspection of the livestock. It re-convened at Stockbridge Hall at 4:30 P. M.

Livestock to be purchased from 1925 appropriation

The following list of livestock to be purchased from the anticipated legislative appropriation of 1925 was agreed upon:

Stallion	$1200
Holstein Bull	1000
Shorthorn Bull	500
Ayrshire Bull	1000
Herefords - Bull and 2 females	500
Chester Whites - Boar and 1 Sow	200
Berkshires - 2 Sows	200
Southdowns - 4 Ewes	200
Shropshires - 4 Ewes	200
Total	$5000

Eastern States Exposition

Northampton Fair

Greenfield Fair

It was agreed that in 1925 the College should show cattle and sheep and possibly hogs at the Eastern States Exposition and at the Northampton Fair and that sheep and possibly hogs should be shown at the Greenfield Fair.

It was

Mr. Montague's salary

VOTED: That a salary of $2500 should be asked for Mr. Montague as Farm Superintendent, effective June 1, 1925.

Price of milk to Faculty

Professor Foord again raised the question as to the price which should be charged to the Faculty for milk. This matter was discussed at length but no action taken.

The meeting adjourned at 5:45 P. M.

_____ Chairman

Ralph W. Watts Secretary

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

MINUTES OF THE MEETING OF THE TRUSTEE COMMITTEE ON THE SCOPE OF THE COLLEGE AND ADMINISTRATIVE RELATIONSHIPS

State House, Boston, December 11, 1924

The meeting was called to order at 10:15 A. M. by the Chairman, Mr. William Wheeler.

PRESENT: Trustees Wheeler, Chandler, Ellis, Smith, and Lewis. Mr. Bowditch was also present.

Miss Skinner, Head of the Department of Home Economics, Dean Sarah Louise Arnold and ten members of the Advisory Council of Women met with the Trustee Committee and discussed the problem of further development of women's work at the College. Miss Arnold reviewed the history of instruction in Home Economics in this country and expressed the earnest desire of the Advisory Council of Women that work in Home Economics at M. A. C. should receive adequate financial support. Specifically the Advisory Council recommended that provision be made at the earliest possible date for a practice house. Miss Arnold further stated that in 1926 this Council proposes to lay before the Legislature a comprehensive plan for the development of Home Economics at M. A. C.

Meeting of Advisory Council of Women with Trustees--problem of development of women's work

Miss S. L. Arnold review of Home Ec.

Practice house

Miss Skinner explained the conditions under which instruction in Home Economics is now carried on and presented a memorandum indicating the equipment which

Home Ec. conditions--Miss Skinner

COMMITTEE

has been provided for work in Home Economics at thirteen state colleges or universities. She reported further on the possibility of fitting the residence at present occupied by the Everson family for a practice house, the cost of repairing this house being $8800 and the cost of constructing a new house for the Everson family being $7500 additional. She stated her willingness to substitute this project for a practice house, for the women's gymnasium in the legislative budget of 1925.

Everson house for practice house

Mrs. J. J. Storrow, Mrs. Sidney Dreyfus and other members of the Council present expressed the opinion that the Trustees should submit such requests to the Legislature as they can justify on the basis of requirements of this work, and suggested that an appropriation be asked for both the practice house and the gymnasium. Mrs. Clifton Johnson stated that the Trustees should well ask the Legislature only for such appropriations as the Legislature is likely to grant.

Mrs. Storrow and Mrs. Dreyfus--Trustees submit requests to Legislature

Practice house and gymnasium

Mrs. Clifton Johnson

Commissioner Smith endorsed the proposal for adequate equipment for work in Home Economics at the College.

Dr. Smith--endorses proposal for adequate equipment

At 11:05 A. M. the Committee adjourned to the Boston City Club.

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

The Committee re-convened at the Boston City Club at 11:40 A. M.

PRESENT: Trustees Wheeler, Chandler, Ellis, Gilbert, Smith and Lewis.

The Acting President opened the discussion as to the action which the Trustees should take relative to their powers and their relations with certain State Departments. He presented excerpts from existing legislation disclosing the inconsistency therein and submitted a draft of a bill which would seek to clarify the authority of the Trustees under existing laws.

Powers of Trustees and relation to State Depts.

A general discussion ensued in which opinion was divided as to whether relief should be sought through legislation or through a series of administrative rulings which would seek to remove the difficulties under which the college now operates.

Relief through legislation or administrative rulings

The Acting President also submitted memoranda of procedure which might be adopted relative to out-of-state travel, printing, and the control of salaries.

Out-of-state travel, printing and control of salaries

The Committee approved as presented the form of the memorandum of procedure with respect to out-of-state travel. The memoranda relative to printing and the control of salaries were approved as a basis of discussion between the Acting President and the Commission on Administration and Finance. These memoranda were referred to the full board for further consideration.

Approval of memo on out-of-state travel

Memoranda referred to full board

THE MASSACHUSETTS AGRICULTURAL COLLEGE

COMMITTEE

It was

VOTED: To refer to the full Board without recommendation the proposed legislative bill seeking to define the authority of the Trustees under existing laws; also the question as to whether such a bill should be introduced in the forthcoming Legislature.

The meeting adjourned at 2:00 P. M.

_____ Chairman

Ralph J. Watts Secretary